

# Youth Links

7th December 2020

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**Future Choices**



## Future Choices Virtual Transition Expo for Students with Disability

# FUTURE CHOICES VIRTUAL TRANSITION EXPO FOR STUDENTS WITH DISABILITY

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# Youth Links

7th December 2020

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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



### Bakers & Apprentice Bakers

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

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

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

At Bakers Delight our baking staff are responsible for:

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

The ideal candidate will possess the following:

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

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

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

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

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

### Full time chef & Apprentice chef positions (Newcastle & Port Stephens)

#### Full time roles

**Full time Chef** - The Seabreeze Hotel (Port Stephens).

**Full time Chef** - The Duke of Wellington (New Lambton).

**Apprentice Chef** - The Kent Hotel (Hamilton).

As a Chef at Hunt Hospitality, you will play a vital role in maximising the customer experience. You will have a passion and talent for making and serving food. You'll have such a strong desire for detail and will commit to delivering all foods with creativity and consistency. You will work together with the Head Chef, Licensee and floor staff to skillfully coordinate and manage your kitchen staff to help provide customers with the best food experience.

To be successful you must have a hands on yet strategic approach, with the ability to work as a team. Experience in leadership and coaching skills is desired but not essential. Be highly organised/or willing to learn and be results driven with the ability to work in a fast paced environment.

This vital role involves the overall management and administration of the kitchen, ensuring all standards and procedures are met resulting in consistency, variety, quality and profitability.

Who you need to be:

- Have exceptional communication and organisational skills.
- Enjoy working in a fast paced environment.
- Friendly and likeable personality
- Leader qualities, team player
- The right attitude to push through even the hardest of days.
- Opulent attention to detail of presentation and food quality
- Be customer focused and driven
- Flexibility to work over a 7 day roster and cover when required

Salary Negatable. If this sounds like the perfect fit for you and you possess the desired skills and qualifications, email your CV and cover letter to [Ricci-lee@hunthosp.com](mailto:Ricci-lee@hunthosp.com)

# Youth Links

7th December 2020

## Apprenticeship

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### Apprentice Chef

Roche Group's multiple venues attract a large number of local, state-wide, national and international visitors, so it is imperative that applicants for this role enjoy working in a busy, team orientated kitchen environment providing high quality meals to all customers.

The ideal candidate for the Apprentice Chef role will have a passion for food, excellent communication skills and be prepared to complete all the required apprenticeship training and development activities. You will also have a proven track record of being reliable and dedicated with the ability to multitask.

All applicants must be available to work a roster which includes weekends and lunch/dinner split shifts covering several venues.

If you believe you meet the above criteria and wish to apply for this great opportunity please click "Apply for this job" below attaching your resume with a covering letter.

### Apprentice Fitter Machinist

As an Apprentice CNC Machinist with our company, you will undergo extensive training including:

- Completing Certificate III Engineering – Mechanical Trade at TAFE
- Learning to program and operate Computer Numerically Controlled Machinery (CNC)
- Interpret technical drawings and perform precision mechanical measurements

To be successful in this position you must be interested in technical work, have a good understanding of mathematics and have good attention to detail. If you genuinely have an interest in pursuing a career in this industry please apply today.

**You must include a cover letter and a current resume to be considered.**

**Applications close when position is filled.**

### APPRENTICE MECHANIC MOTORCYCLE

**Based in Newcastle we are a multi franchise motorcycle dealership and industry leader that retails over 1,000 new and Motorcycles, Scooters, ATV's and SSV's a year. A new position has become available for a 1st Year Motorcycle Mechanic starting Jan 2021**

Reporting to the Service Forman, the proven performer we seek will be responsible for the provision of service, repairs and assembly of a wide variety of new and used motorcycles and powersports equipment. The successful applicant will be working with a motivated team in a new modern professional workshop facility all training included in package.

Although not essential it is preferable that the successful applicants have sound year 10 results, a strong mechanical aptitude and a passion for motorcycles. The successful applicant must have or be willing to obtain a current motorcycle licence. You must be committed to completing 4 years of on the job training and a 4 day period once a month on a block release programme at TAFE NSW Sydney for 3 of the 4 years. We are looking for a reliable person with a positive attitude, strong work ethic and excellent communication skills to become part of our dynamic team.

If this sounds like you please apply with a cover letter and current resume.

Applications close 24 December 2020

7th December 2020

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## Apprenticeship

### ELECTRICAL APPRENTICE

Eilbeck Cranes is a 100% Australian owned company operating for over 110 years. Specializing in the design, manufacturing and Installation of all types of Overhead Cranes, Hoists & Winches.

Eilbeck is seeking to employ an Electrical Apprentice, to join the service team at our Newcastle Service Centre.

Duties will include fit out, maintenance and repair of overhead cranes and lifting equipment, modification of electrical control panels, commissioning and testing of completed projects, fault finding and associated electrical work.

The person we are looking for to fill this position needs to have

- Genuine interest in this field
- Possess technical problem solving skills
- Have basic hand tool knowledge
- Preferably completed year 10 or 12
- Completed Certificate I or II in

Electrotechnology will be advantageous.

If you would like to get your career started then please apply.

### 1st year Apprentice carpenter

Rad Constructions, a Lake Macquarie and Newcastle building company, specialising in Commercial and Domestic new builds and renovations, is looking for a reliable, hardworking and enthusiastic 1st year apprentice. Position is full time Monday to Friday with some Saturdays.

Applicants must have own transport, have a good work ethic and willingness to develop their skills

Basic hand tools and white card required

Must be able to start immediately

### Mechanical Engineering Apprentice - Fitter

#### **Who are we?**

DCL Engineering is a 100% indigenous-owned company that has been servicing industry in mechanical breakdown repairs and engineering for over 60 years. With workshops located in Western Sydney - Fairfield East, Newcastle and Port Kembla employing over 50 people.

We are now seeking applications from enthusiastic and proactive people wishing to commence a career in modern engineering as a Fitter/Machinist Apprentice at our Newcastle site service and repair facility.

#### **About the role**

This role will be full time. You will gain on-the-job experience working onsite and will be fully supported by DCL Engineering in studying towards a Certificate III in Engineering - Mechanical Trade at TAFE.

#### **Requirements of the role and personal attributes**

- Completed a minimum of Year 10 School Certificate
- Awareness and commitment to health and safety requirements
- Self-motivated with a desire and willingness to learn
- Be comfortable working independently or as part of a team
- Have a positive "can do" attitude and sound communication skills
- Ability to think through a problem and come up with solutions
- Be a generator of ideas and ability to think outside the square
- Have a good attitude, sense of humour and the ability to get along with people at all levels
- Driver's license preferred

#### **Benefits for working for DCL**

- Family friendly culture
- Excellent remuneration and working conditions
- Learning and development programs
- Uniform provided

#### **Interested? Click 'Apply for this job' and include a resume and cover letter outlining:**

- Academic achievement (include ATAR if applicable)
- Reasons for choosing this trade
- Work experience and references
- Any relevant pre-trade course and/or industry work experience

For more information visit: [www.dcleng.com.au](http://www.dcleng.com.au)

***Please note that only shortlisted applicants will be contacted.***



## Apprentice Diesel Mechanic

Brands Repair and Transport Services (BRAT Services) is seeking a school leaver that is looking to start a Heavy Diesel apprenticeship.

BRAT services is a small family owned and run business that has been operating in the area for nearly 10 years. Our core business is the heavy transport industry (Trucks) but we work on all creatures great and small.

BRAT Services operate in a workshop at Rutherford as well as doing mobile repairs and breakdowns.

To succeed in the role, it is necessary to have great interpersonal skills, a positive attitude, a willingness to work hard, a willingness to learn from others and complete the required studies, and a willingness to commit to a 4 year apprenticeship. This is a great opportunity for someone who:

- Has completed Year 10 or higher
- Has a genuine passion and aptitude for mechanical and technical tasks
- Has good written literacy and numeracy skills
- Can multi-task in a busy environment
- Enjoys 'Hands-On' learning
- Has a commitment to working safely and in a tidy manner
- Has a reliable means of getting to Rutherford each day
- Has a genuine interest in working in the transport and mechanical industry
- Works well under pressure and enjoys a challenge
- Has the ability to follow instruction and direction

It would be an advantage (but not required) if you also have a drivers licence, and have already undertaken some pre-apprenticeship automotive training at school or TAFE.

If this is you, then we encourage you to apply for the role today! To apply, you should email your resume and any references or recommendations that you may have from teachers and others in the community. **Most importantly**, we would like you to introduce yourself to us in your own words by writing a short letter telling us:

- Why you want to be a Heavy Diesel Mechanic?
- Why do you think you will make a great mechanic?
- What your biggest strengths are and what skills you can bring to the role
- What your biggest weaknesses are (just so we know what we are getting into)
- What experience you have working on cars and other vehicles (including your own backyard projects)
- Any work or volunteer work that you have done, and what skills you think you learned from that work
- What your passions and hobbies are
- Anything else you want to tell us about yourself and your interest in the role

You should email your introduction letter and your resume to: [jobs@bratservices.com](mailto:jobs@bratservices.com)



## FULL TIME BEAUTY APPRENTICESHIP

We are on the search for a 1st year Apprentice!

This is a unique opportunity to work with one of Singleton's most trusted and successful salons.

What will we provide;

- ~ fun and dynamic environment
- ~ skills and support to ensure you're successful
- ~ ongoing training and education

What we need from you;

- ~ willingness to learn
- ~ reliable and energetic
- ~ passion for the beauty industry

Only apply if you;

- are passionate about the beauty industry
- you are a great communicator and love interacting
- love to build client relationships
- you are committed to your ongoing education and self development
- you can provide examples of a CAN DO attitude
- you enjoy working as part of a team that supports one another and works together

Our team and salon atmosphere is nurturing, professional and fun and it's important to us that we keep it that way.

Shortlisted candidates will therefore be asked how they believe they complement our team and our culture.

We are looking for an absolute all-rounder! There is absolutely no time for you to get bored!

If you think you're the star we are looking for then please hand your cover letter and resume into one of the girls at the salon.

Applications close 12th December.

## Apprenticeship

### Automotive Electrical Apprenticeship

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

#### ROLE

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

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

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

Your duties will include and not be limited to;

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

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

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

#### COMPANY CULTURE

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

#### BENEFITS

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

#### HOW TO APPLY

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

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Host Employer, along with completing a pre employment medical, including drug and alcohol test.

### Engineering Boilermaker Apprenticeship

- Local Australian Company
- Gain a Certificate 3 in Engineering - Fabrication Trade
- Rutherford Location

#### ROLE

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

MEGT RMS in conjunction with our Client, are looking for a mechanically minded superstar! Our Client has been operating in a variety of industries, and offer project services, construction and equipment hire to their clients.

As a 1st Year Engineering Boilermaker Apprentice, you will be working alongside and learning from highly experienced tradesmen. This position would suit a candidate that has a keen interest in large machinery, enjoys the variety of workshop and offsite maintenance.

Your duties will include and not be limited to;

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

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

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

#### COMPANY CULTURE

Our client has a passion for quality of work, training and support to their employees along with building reputable relationships with their clients throughout NSW and beyond.

#### BENEFITS

- Receive a Trade qualification in Certificate 3 in Engineering Fabrication Trade
- Variety of duties and extra training in the Apprenticeship
- Uniforms and PPE provided

#### HOW TO APPLY

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

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Host Employer, along with completing a pre employment medical, including drug and alcohol test.

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**Apprenticeship**



## Heavy Vehicle Automotive Apprenticeship

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

### ROLE

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

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

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

Your duties will include and not be limited to;

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

### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

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

### COMPANY CULTURE

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

### BENEFITS

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

### HOW TO APPLY

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

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Host Employer, along with completing a pre employment medical, including drug and alcohol test.

## Apprentice Technical Assistant

- Do you want to work in a high performing industry leading team?
- Join a global Fortune 500 organisation based in Newcastle
- AECOM offers flexible working arrangements (part-time, work from home)

### The Opportunity

As an Apprentice Technical Assistant you will work as part of the Digital Engineering Team to assist with the delivery of Engineering design projects. This role is a developmental opportunity where you will grow your skills-base and acquire a more specialised understanding of drafting, design concepts and processes using AutoCAD and 3D modelling programs. This position is perfect if you are a motivated and keen individual with a welcoming and positive attitude.

As part of the Technical Assistant role, you will be enrolled in a Diploma of Civil Construction Design (or equivalent) TAFE course which shall assist your education on projects. AECOM will support your part-time study by covering the cost of undergoing studies and provide you with a paid day off to attend the course classes.

As an Apprentice Technical Assistant, you will build skills and experience in:

- Producing 2D design drawings, 3D models, visualisations, virtual reality scenes, big data analysis and GIS analytics;
- Developing excellent drawing and checking skills;
- Liaison with designers and project team engineers to ensure timely delivery of project outputs.

### About You

- Interest in gaining design knowledge through on the job experience;
- Strong interest in 3D modelling, 2D drawing extraction and digital technology;
- Eager to learn through on the job experience and external study;
- Enthusiastic, self-driven to project tasks
- Have a positive mannerism towards team members;
- Thorough written and communication skills.

### Preferred Qualifications

- High achievement levels in Maths and Science (Physics) subjects at High School;
- Completed or Graduating from Year 12;
- Enrolled or be willing to enrol in a Diploma of Civil Construction Design;
- Basic proficiency in using AutoCAD;
- Sound skills to use all Microsoft Office packages.

As part of the Apprenticeship, you will be required to pass course exams of the Diploma to achieve successful completion of this qualification.

### Benefits at AECOM

The Workplace Gender Equality Agency (WGEA) recognises AECOM as taking a sophisticated, holistic approach to supporting women and men's participation throughout our workplace.

We provide a diverse and inclusive work environment and offer many benefits to ensure your professional development & wellbeing.

- Flexible start and finish times, working from home, part time and job share options;
- State of the art, modern and contemporary offices;
- Paid parental and partner leave;
- Purchased additional annual leave + salary packaging;
- Corporate Employee discounts from up to 400 retailers;
- Wellbeing benefits eg. Vaccinations, health insurance discounts;
- Employee stock purchase plans;
- Study assistance;
- Professional and technical development opportunities.

[www.aecom.com/au/careers](http://www.aecom.com/au/careers)





## 2021 1st Year Apprentice Technician - Newcastle

Eagers Automotive are currently seeking a 1st Year Apprentice Technician to join their team. Under the directional guidance of the Service Manager and Workshop Foreman you will be mentored and supervised by fully qualified technicians, receiving extensive development on the job and in a classroom environment through Manufacturer training and/or attending TAFE, learning to perform service and repair work on customer vehicles as directed.

This Apprenticeship Program is for a period of up to 4 years from start to finish on a fulltime basis. At the successful completion of your Apprenticeship, you are presented with a nationally accredited and industry recognised Certificate III in Light Vehicle Mechanical Technology.

### **Duties will include:**

On the job learning with offsite training components

- Assisting Technicians with vehicle service and repair work
- Maintaining a safe and tidy work environment
- Displaying the ability to read and comprehend information and carry out instructions
- Being a good communicator and providing excellent verbal and face to face customer service with both internal and external customers
- 

### **Key Qualifications and Essential Criteria:**

You hold a passion for becoming an Automotive Mechanic

- You either hold or are striving to obtain a Manual Drivers Licence
- You can demonstrate reliability, efficiency and know what it means to provide an exceptional quality of work with attention to detail
- You will have excellent time management skills
- You genuinely want to learn, develop and grow as a person

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

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

We offer our people extensive training and development programs with access to a range of employee benefits including discounted products and services, health insurance, vehicle purchasing, parts and accessories.

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

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



## Electrical Apprentice

An opportunity exists for a highly motivated and energetic career oriented person wishing to pursue an Electrical Apprenticeship.

### **ABOUT US**

**Laurlec Electrical** is a successful, privately-owned small business, with a wide range of clients operating across the Newcastle / Hunter, Lake Macquarie and Central Coast regions since 2014.

Projects include :

- General Electrical
- Solar Installations
- Domestic
- Commercial and
- Maintenance Work.

### **ABOUT THE ROLE**

**We** have a vacancy for a motivated, committed, and reliable individual to commence an Electrotechnology Apprenticeship. You will be required to undertake training and assist the Laurlec Team across the Newcastle, Lake Macquarie, Hunter and Central Coast regions.

- Apprentice wage + Superannuation and Benefits
- Available to start immediately

### **SKILLS AND REQUIREMENTS**

#### **Must have**

- Construction Induction Card
- Current manual Driver's License
- Be motivated to pursue a long-term career
- Have good organisational skills
- Be willing to learn
- Exceptional safety standards
- The ability to problem solve and show a high level of initiative
- Punctual, reliable and professional

### **HOW TO APPLY**

If you wish to be part of this emerging small business which recognises & rewards your skill, expertise and effort, please apply online with a cover letter indicating your reasons for applying for an apprenticeship and resume.

For any enquiries phone Pat on [0401 525778](tel:0401525778)

Please note only suitable candidates will be contacted for an interview.

**Applications closing date Friday 18th December 2020 (or earlier).**

7th December 2020

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## Apprenticeship

### APPRENTICE - APPLIANCE SERVICING

#### **WHOLESALE APPLIANCE SUPPLIES - FULL TIME EMPLOYEE.**

A great opportunity to join Newcastle and Central Coast's largest white goods repair company.

We require a 1st or 2nd year apprentice for white goods appliance servicing.

The role will suit someone who demonstrates a keen interest in the electrical industry. You will need to be motivated, have a willingness to learn and hold a current drivers license.

After four years comprehensive on-the-job training you will receive a nationally recognised qualification and Trade Certificate.

Please submit your resume to: [recruitment@appliancesupplies.com.au](mailto:recruitment@appliancesupplies.com.au)

### Roof plumbing Apprentice 1st -2nd year

Impact roofing is looking for a 1st year or 2nd year Apprentice to join our team and learn the metal roofing trade

### Apprentice Electrician/IT

#### **E C Throsby Export Beef Processing Facility**

#### **Your new company**

EC Throsby is an Australian Owned and operated export beef processor, with facilities located at Singleton and Young NSW. We are seeking an Apprentice Electrician, who has interest and skills in Information Technology for our Young Plant.

#### **Your new role**

Your new role will see you reporting to the Maintenance Supervisor. You will be working with varied systems and processing equipment related to electrical work and IT Systems.

#### **Requirements for the role:**

- Electrical pre-apprenticeship or similar
- Mature age apprentices are encouraged to apply.
- Prior experience in the trade (Electrical TA/labourer)
- Passionate, Determination and willingness to learn
- Be a team player with a can do attitude
- Looking for longevity in a permanent role, with great career prospects.
- Flexible with weekend work

**The following skills and/or interests would be desirable and advantageous but not necessary;**

- IP Networking and Routing
- Active Directory
- MS Office Applications
- PC Hardware installation, maintenance and repair
- Serial devices and communications
- PLC programming
- .Net programming
- MS SQL programming
- Server/vmware knowledge or experience

#### **What you'll get in return**

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

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

7th December 2020

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## Apprenticeship

### 1st or 2nd year apprentice Chef

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

The perfect applicant will -

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

Please email your resume and cover letter to Amanda  
at [dine@amandas.com.au](mailto:dine@amandas.com.au)

### Fitter/Machinist Apprenticeship

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

Working with our host company, who specialise in the heavy manufacturing mining industry, and hydraulic cylinder repairs, we are looking for motivated individuals with a strong work ethic who are interested in completing a Certificate III in Engineering - Mechanical Trade. The successful applicant will complete this apprenticeship over 4 years while gaining on-the-job experience with a local engineering company.

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

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

#### **Essential Criteria**

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

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

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

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

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



## Apprentice Woodmachinist

### About the business

Marshall's Timbers Pty Ltd is a family owned timber yard in the heart of Cardiff that seasons and mills timber decking, screening, weatherboards, lining boards and custom architraves using all species of timber

### About the role

This four year apprenticeship involves working with raw timbers from mills across N.S.W. These products are used in housing and building. Stacking and stripping of the timber, kiln drying the boards, using and learning how to setup and care for the various machines (moulder, "opticut", cosmic rip, spindle, table saw, band saw, thicknesser) that produce the specific finished timber product. You will be part of a team preparing timbers, milling the timber and preparing for transport. This is a small business and a variety of tasks will require you to be flexible. Being safe in the workplace is critical.

### Benefits and perks

This is permanent position for the right person. Training is a joint arrangement with T.A.F.E with Certificate III in Timber and Composites Machining (Flat Panel Machining) the undertaken course.

### Skills and experience

No experience is needed, but a person that enjoys physical activity is essential, has good attention to detail, and a practical thinker are important qualities.

7th December 2020

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## Apprenticeship

### 1ST YEAR APPRENTICE MECHANIC

**Kelly Trotter Motor Group** is searching for 1st Year Apprentice Mechanics to join our busy team at Cardiff !!

#### What we are looking for?

- A genuine interest in motor mechanics
- A high drive to succeed and a positive attitude, along with passion and enthusiasm
- Ability to work in a team environment
- Commitment to complete the Apprenticeship Term
- Current drivers licence is essential with the ability to drive a manual vehicle
- Completion of Year 12 - preferred not essential
- Must be available to commence January 2021.

#### Primary Duties

- Assisting other technicians with daily duties
- Following safe working practices in the workplace
- Carry out vehicle safety inspections
- Inspect & service engines

If you believe you have the passion and enthusiasm to kick start your career in the Motor Industry please forward your details / resume to [careers@ktmg.com.au](mailto:careers@ktmg.com.au)

All applications will be treated with the strictest of confidence. Only short-listed candidates will be contacted.

### ROOF PLUMBER APPRENTICESHIP

We are currently seeking someone interested in completing an apprenticeship within the roofing industry. Ideally this person would have a can do attitude and is willing to learn. Experience in the roofing industry or exposure to the construction industry is desired. MUST HAVE THE FOLLOWING -

- White Card
- Current Drivers Licence
- Reliable Transport

This position is Monday to Friday start time 0630am. IMMEDIATE START. Please contact Gary

on [0416269332](tel:0416269332) [link removed] between 2pm - 5pm for further information along with a resume to [Gbr46100@bigpond.net.au](mailto:Gbr46100@bigpond.net.au) [link removed] .

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

# Youth Links

7th December 2020

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**Apprenticeship**



## 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



## 1st - 2nd Year Light Vehicle Mechanic Apprentice - Newcastle West

Apprenticeship Careers Australia, an accredited Group Training Organisation, in the Newcastle/Hunter, have an awesome opportunity for suitable candidates that are looking to recommence their Light Vehicle Mechanic Apprenticeship.

Our client is after a new apprentice or a displaced 1st or 2nd year looking to recommence their training.

As a Light Vehicle Mechanic Apprentice, you will work closely with a qualified tradesperson repairing and maintaining a variety of vehicles. Whilst continuing in developing your 'on-the-job' skills, you will also continue your industry knowledge and qualification development via TAFE or another approved RTO.

We are Australia's best automotive apprentice company, so if you want to kickstart an epic career with a market leader, you can't miss this opportunity!

### Are you?

- Passionate about cars or mechanical items?
- Ideally completed a relevant Cert II as part of your schooling or post school:
- In possession of your Driver's Licence?
- Someone who likes to work in a team and physically fit?
- Friendly, easy to talk to and polite?
- Reliable, honest and trustworthy?
- Motivated and eager to learn?
- Someone who takes pride in everything you do?
- A person with great attention to detail?

### Role Description

You'll be surrounded by an awesome crew to support you plus get your practical experience working on-site with our automotive partner whilst studying to complete your Certificate III in Light Vehicle Mechanical Technology at TAFE. At this busy workshop, you will learn to do everything from logbook servicing to major transmission and engine overhauls, tyre servicing, brakes etc

### Some of the duties include:

- Assist Mechanics with day to day duties;
- Adhering to Work Health and Safety standards;
- Remove, fit and balance tyres on vehicles;
- Assist with service, diagnosis and repair of light vehicles;
- Assist with safety inspections;
- Drive the work vehicle to pick up parts and drop off customers;
- Maintain clean and organised workshop;

This full time opportunity is an immediate start and come with great hours, with the opportunity of overtime. Send your resume via the Seek apply button. A motor vehicle licence is mandatory

### Contact Details

For more information and a chat about this awesome opportunity, call our crew on [1300 765 155](tel:1300765155).

# Youth Links

7th December 2020

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**Apprenticeship**



## Apprentice Heavy Vehicle Diesel Mechanic

**Entire Concrete** is a leading supplier of Concrete to Singleton, Newcastle and the Hunter Valley. With a fleet of mainly Kenworth and Mack trucks consisting of 30 agitator trucks and 4 truck and dogs you will learn to service, fix and maintain a large fleet. You will also learn to fix, maintain and service plant and light vehicles.

### **Benefits & Culture**

- Standard 40 hour week + overtime
- Uniforms supplied and tool allowance
- Long term employment with a great company
- Friendly and supportive team

### **The Role**

As a result of continued growth, we are excited to welcome an enthusiastic **Apprentice Heavy Vehicle Diesel Mechanic** to join our **Singleton NSW** team.

You will make a commitment to the on-the-job training and the formal training over four years. You will be dedicated in your completion of the Certificate III in Heavy Commercial Vehicle Mechanical Technology qualification, and will apply your learning enthusiastically in the workshop and in the field.

You will:

- be self-motivated and a confident communicator,
- show initiative and be forward thinking,
- be able to follow instructions,
- maintain a neat and tidy appearance and wear the supplied uniform at all times,
- show a genuine interest in learning,
- be prepared to work overtime when the need arises,
- have completed, or be in the process of completing Year 12.

You will be required to attend weekly TAFE

blocks periodically in the 2nd & 3rd year. It is possible that may be required in 1st year.

A current drivers licence is essential. you will be required to obtain a HR license upon commencement of your employment. Send resume to [kylie@entireconcrete.com.au](mailto:kylie@entireconcrete.com.au)

## 1st year, 2nd year, 3rd year, Senior Stylist

Studio 77 hair and beauty is a busy little salon and we are expanding at the Rutherford Marketplace.

I am looking to add to our friendly and professional team. We require a qualified, experience hairdresser for a casual basis, leading into part-time position.

If you think a new role in the Hairdressing Industry is you, I would like to give a opportunity to the right candidate for a Junior hairdressing position, 1st year, 2nd year, 3rd year.

With modern facilities, quality products and easy-going, relaxed atmosphere, Studio 77 hair and beauty is a great place to begin a fresh new year.

We are looking for:

a fully qualified senior stylist, 1st year, 2nd year, 3rd year

a reliable and friendly team player

a professional who takes pride in producing quality finishes

a good communicator with excellent customer service skills

Your duties will include all aspects of hairdressing, including styling, colouring, cutting and washing.

If you have the essential requirements and would like to seize the opportunity, please send your cover letter and resume to [michelle.fletcher.h@outlook.com](mailto:michelle.fletcher.h@outlook.com)

# Youth Links

7th December 2020

**Apprenticeship**

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## 1ST YEAR APPRENTICE HAIRDRESSER

Hairdressing can be your future dream job.

Begin your new career in a fun creative salon. Train with the best to be the best in 3 years. Every day you will learn new skills in all aspects of hairdressing especially the latest colour techniques and warm friendly client service. Hairdressing opens up new opportunities for your future and you get to work in a fun industry.

We will teach you all you need to know to be the best hairdresser and you will have a career for life not just a job. Our training consists of in salon training, on line creative and personal development courses, specialist courses with Australia's top hairdressers.

This position will suit you if you are a school leaver or a more mature person with previous work experience and looking for a new career.

All you need is a bright happy outlook, a willingness to learn to be a great hairdresser, be positive and enthusiastic, who consistently displays excellent communication skills.

To apply you can do any of the following:

-Apply in person with your CV @145B Beaumont Street Hamilton.

-Call the salon to arrange a time for an interview on [49612822](tel:49612822)

## APPRENTICE AUTOMOTIVE MECHANIC/ TECHNICIAN ( 1st, 2nd or 3rd Year )

Tea Gardens Auto Electrics & Mechanical are currently seeking an Automotive Apprentice to join their workshop in Tea Gardens NSW. 1st, 2nd or 3rd year apprentices will all be considered.

THE ROLE: Working closely with a highly skilled & award winning team, within the fast paced Service Centre, this position is an opportunity to acquire the skills & training to solve technical issues & provide high standard levels of mechanical knowledge & customer care.

The ideal candidate will possess:

- High level of verbal & written communication skills
- Self-motivated & committed
- Able to work in a team environment
- Ability to work in a fast paced environment
- Knowledge of computer systems
- Ability to follow oral & written instruction with attention to detail
- Willingness to learn
- Be reliable
- Have a genuine passion for the automotive industry
- Willing to continue studies & in house training
- Current drivers' licence

Previous automotive industry experience is preferred, but not essential.

If you have the required skills and are looking for a stable and expanding career, please send your resume to [service@teagardensauto.com.au](mailto:service@teagardensauto.com.au) or Contact Rod Blanch on [02 49972560](tel:0249972560).



## Sheet metal and Boilermaker Apprenticeships

Have you had experience using power tools at home and can think outside the box?

Are you keen, reliable and motivated?

Do you work well in a team environment?

If you answered yes to all of the above, then this job is for you!

We are seeking energetic new apprentices who are interested in starting a career in the signage industry. You will learn nationally recognised training at Newcastle Tafe while gaining hands on training at our sign factory in Sandgate (Newcastle). As our apprentice you will receive the best in quality training to become a fully qualified tradesman. You will develop valuable skills and not only build signs, but be trained in all facets of Light Fabrication or Heavy Fabrication.

Apprentices will have training using the latest state of the art plant and equipment to learn to:

- Carry out mechanical cutting
  - Apply fabrication, forming and shaping techniques
  - Assemble fabricated components
  - Weld using gas metal arc welding process
  - Weld using gas tungsten arc welding process
  - Repair/replace/modify fabrications
  - Perform engineering measurements
  - Mark off/out structural fabrications and shapes
  - Use hand tools
  - Use power tools
  - Apply principles of occupational health and safety in a work environment
- No experience is necessary other than an interest in learning the Sheetmetal or Boilermaker Trade.

For more information about our company visit <http://www.emsigns.com.au/>  
Please do not call, Facebook message or text. Apply only via this ad. Only shortlisted candidates will be contacted.

7th December 2020

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## Apprenticeship

### Engineering Apprentice - Pool Manufacturing

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

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

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

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

#### **Essential Criteria:**

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

#### **Desirable Criteria:**

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

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

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

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

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

7th December 2020

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## Apprenticeship

### Air Conditioning Technicians & Apprentices.

Valley Air Conditioning is a dynamic family business that is focused on delivering excellent workmanship and professional customer service on every job, every day. Based in Thornton, we are a strong leader in the air conditioning industry servicing Newcastle, Hunter Valley and Central Coast for over 10 years.

We are currently seeking apprentices in all stages and an experienced Air Conditioning technician to join our team.

**Tradesman Responsibilities will include (but not limited to):**

- Installation of units
- Service & Breakdown call outs
- Preventative and programmed maintenance.
- Electrical fault finding
- Quoting repair works
- Effectively using all online systems as required
- Training and supervising of apprentices

#### **Tradesman Essential Requirements**

- Trade Certificate in Air Conditioning and Refrigeration
- Previous experience in Air-Conditioning fault finding/ break down maintenance
- Current Refrigerant Handling Licence
- Current Manual Drivers Licence
- White Card
- Be reliable and looking for a long-term opportunity
- Ability to work well autonomously & as part of a team
- Strong communication skills
- Strong time management skills
- High attention to detail
- Shows initiative

#### **Desired but not essential;**

- Asbestos Awareness
- Working at Heights
- First Aid Certificate

If this sounds like you and you are ready to be a part of our team please send your resume to [hr@valleyairconditioning.com.au](mailto:hr@valleyairconditioning.com.au)

### Apprentice Mechanic - Maitland

As one of our Apprentice Mechanics, you will be responsible for acquiring/applying the skills and knowledge required to provide a professional and customer focused service. Whilst completing your apprenticeship, you will attend TAFE as required, fit and balance tyres, undertake road tests on customer vehicles and perform a range of mechanical duties.

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

- Competitive above award rates plus overtime
- Laundered uniforms for your convenience
- In house technical training to further your development
- Great career opportunities and leadership development
- Fully equipped workshop with all the latest diagnostic equipment
- Discounts from over 60 suppliers within entertainment, travel, health, and more

#### **Requirements**

- Completion of a mechanical pre-apprenticeship (preferred but not essential)
- Valid Australian drivers licence
- Availability to work a minimum of every second Saturday
- Previous mechanical work experience (preferred but not essential)
- Genuine interest and passion for cars

At mycar, we put people first – both our customers and our employees. So if you put people first too – if you care about your customers, your teammates, and want to do right by them – and you want to be part of an industry-leading team, we're keen to hear from you!

# Youth Links

7th December 2020

## Apprenticeship

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### Apprentice Glazer

Cotton's Glass & Aluminium is a family owned company who have been providing services since 1951. During this time, we have forged a reputation as one of the leading Glazing companies within our industry.

Cotton's Glass & Aluminium have a need for an enthusiastic, energetic apprentice to join their friendly and expanding team.

In this role, you will be trained in a wide range of areas including:

- Glass cutting
- Re-glazing (household & commercial)
- Measuring, fabrication and installation of aluminium windows, shower screens and commercial windows and doors

In order to be successful in this role you must possess the following:

- Ability to work as part of a team
- Good organisational skills
- Strong work ethic
- Strong communication skills
- Excellent attention to detail
- Confident, friendly and enthusiastic personality
- Customer service ethic
- Good sense of initiative
- Drivers licence

The glass & glazing apprenticeship is a 4-year course.

School leavers are welcome to apply as this position will commence in early 2020.

If you feel that you fit the above criteria and are interested in applying for the position we look forward to hearing from you.

Applications Close: Friday 4th December 2020

### Apprentice Glazier

Are you looking to start a career where you can learn, work hard and be rewarded for your effort? Are you looking to join a team that is focused on delivering high quality custom made product and services for the customer?

We are currently creating another position within our Apprenticeship Programme for the right person. This role will receive extensive training across a wide range of areas including;

- Glass cutting
- Re-glazing (household & commercial)
- Measuring, fabrication and installation of aluminium doors & screens, shower screens, commercial windows and doors
  - Mining & Earthmoving Glass
  - Windscreen installation

**In order to be successful in this role you must possess the following:**

- Ability to work as part of a team and have a team first attitude
- Good organisational skills
- Strong work ethic
- Strong communication skills
- Excellent attention to detail
- Confident, friendly and enthusiastic personality
- Customer service ethic
- Good sense of initiative
- Drivers licence

We are a family owned company who have been providing services since 1982. During this time, we have forged a reputation as one of the leading and progressive Glazing companies within our industry. If you feel that you'd like to challenge yourself within a supportive and results driven environment then this is a role for you.

Applications Close: Friday 4th December 2020



### 1st Year Apprentice Boilermaker

#### THE APPRENTICESHIP

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

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

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

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

#### THE BEST BITS

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

#### WHO SHOULD APPLY

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

#### Must have's

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

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

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



### Boilermaker Apprentice

#### THE APPRENTICESHIP

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

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

You will learn the ins and outs of welding and fabrication within a large workshop, you will hone your skills on exciting projects, and be trained to the highest standard in the use of all fabrication techniques.

The position is located in Rutherford, and you will be hosted with a leading Australian Specialist Manufacturer and Supplier of Mild Steel Cement Lined Pipes and Fittings.

#### THE BEST BITS

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

#### WHO SHOULD APPLY

We're looking for motivated and driven individual who is passionate about building a career within the fabrication trade. You will be confident using tools, have mechanical aptitude. Be enthusiastic to learn and able to follow instructions as well as take initiative. You will also be able to demonstrate maturity, respect and a 'safety first' attitude within a workshop environment.

Certificate II level prevocational qualification or related work experience (paid or volunteer) will be highly regarded.

#### Must have's

- Drivers Licence/Car
- Be able to pass a pre-employment medical test / Drug and Alcohol

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

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



### Apprentice Chef/ Hospitality Trainees - Lovedale

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.

**Hospitality Trainees - Front of House Trainees** will have the opportunity to work in a busy but relaxed environment with a good team atmosphere. The Trainees will learn the skills of Breakfast, Lunch and Dinners as well as functions. This is a great opportunity to learn all aspects of the industry with a great team.

**Apprentice Chef-** 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:

**Crowne Plaza Hunter Valley** offer a variety of food and drink options throughout the day, from fine dining to lighter meals at their full-service, on-site restaurant and lounge.

#### 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

**PLEASE ENSURE YOU STATE IN YOUR COVER LETTER... IF YOU ARE APPLYING FOR THE APPRENTICE CHEF POSITION OF THE HOSPITALITY TRAINEESHIP!!!**

#### 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



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

#### Apprentice Chef

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

#### Apprentice Chef – about the role

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

#### Work Environment:

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

#### Apprentice Chef Responsibilities:

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

#### Apprentice Chef Skills:

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

#### Eligibility

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

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

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



## Electrical Apprenticeship

**Androck Engineering & Mining Pty Ltd** is a Rutherford based engineering workshop. Androck specialises in the repair and supply of underground mining equipment to the Australasian Mining Industry.

Androck have two sites in the Rutherford area equipped with Mechanical, Fabrication, Machining and Electrical departments. We have a trained, skilled and growing workforce with a strong commitment to serving our supportive customer base with the highest quality of service at all times.

Our electrical department is an AS NZS 3800 Recognised Service Facility.

We currently have the opportunity for the right individual to commence an electrical apprenticeship with us.

What we can offer in our apprenticeship program:

- Mentors with 20+ combined years of industry experience
- Quality and supportive on the job training and development
- A strong team culture to support your career growth
- A workplace environment committed to health and safety

### **Well-equipped workshops**

What we seek from our apprentices:

- Minimum Year 12 completion
- Commitment to health and safety requirements
- Proven ability to work well with others
- Drivers Licence and reliable transport
- Sound written and verbal communication

### **Commitment to both on and off the job training**

Applicants with the following will be highly regarded:

- Proven Electrical Aptitude
- Proven Electrical Interest
- Forklift Licence
- Licence to Operate Gantry Crane
- Pre-Apprenticeship Qualifications

If you hold the above mentioned attributes then please click apply and submit your resume. Note, applications will close Sunday the 29th of November.

We look forward to hearing from you.

Please note, due to the high number of applicants only those progressing to the next stage of the recruitment process will be contacted.



## Mechanical Apprenticeship - Fitter

**Androck Engineering & Mining Pty Ltd** is a Rutherford based engineering workshop. Androck specialises in the repair and supply of underground mining equipment to the Australasian Mining Industry.

Androck have two sites in the Rutherford area equipped with Mechanical, Fabrication, Machining and Electrical departments. We have a trained, skilled and growing workforce with a strong commitment to serving our supportive customer base with the highest quality of service at all times.

We currently have the opportunity for the right individual to commence a mechanical apprenticeship with us.

*What we can offer in our apprenticeship program:*

- Mentors with 30+ combined years of industry experience
- Quality and supportive on the job training and development
- A strong team culture to support your career growth
- A workplace environment committed to health and safety

*What we seek from our apprentice applicants:*

- Minimum Year 10 completion
- Commitment to health and safety requirements
- Proven ability to work well with others
- Sound written and verbal communication
- Commitment to both on and off the job training

*Applicants with the following will be highly regarded:*

- Proven Mechanical Aptitude
- Proven Mechanical Interest
- Drivers Licence and reliable transport
- Forklift Licence
- Licence to Operate Gantry Crane
- Pre-Apprenticeship Qualifications

If you hold the above mentioned attributes then please click apply and submit your resume. Note, applications will close **Sunday the 29th of November**.

We look forward to hearing from you.

Please note, due to the high number of applicants only those progressing to the next stage of the recruitment process will be contacted.

7th December 2020

LIKE us on



## Apprenticeship

### 1st Year Apprentice Carpenter and Joiner

Everlong Building and Joinery Services is looking for an enthusiastic and motivated 1st year Apprentice Carpenter and Joiner to join our growing team.

About us:

Everlong Joinery is a progressive, local, custom made joinery company. It is our mission to provide industry best standards in kitchen and bespoke joinery design, manufacture and installation to the local community and beyond for both private clients and established builders. We pride ourselves on being industry leaders at the forefront of the latest designs and trends, building strong relationships with our clients to deliver unique outcomes and impeccable workmanship to the finest of detail.

The Rewards:

- Be part of a great team in a positive and supportive work environment
- Immediate start available
- Chance for progression within the business for the right motivated candidate
- Join a company with a very strong customer service focus with proven track record for quality work

You will:

- Be a career driven person who is passionate about the joinery trade
- Possess a strong work ethic and good attitude
- Have a high attention to detail
- Be punctual
- Be available and willing to work overtime as and when required
- Have your license and own transport

If this sounds like you and you are ready to start your career in the Joinery Industry, send your resume to [beatrice@everlongjoinery.com.au](mailto:beatrice@everlongjoinery.com.au). Please include the following with your application.

- A cover letter stating why you wish to be a part of the Everlong team

Applications that do not address the selection criteria above will not be considered.

Visit [www.everlongjoinery.com.au](http://www.everlongjoinery.com.au) to find out more about our Company and view some of our past projects.

### Apprentice Chef 1st and 2nd

Peterson House is the leading sparkling wine specialist in the Hunter Valley. Often referred to as the 'Gateway' to the Hunter, we are the first stop visitors make when visiting the Valley.

Our Restaurant is award winning open seven days a week breakfast and lunch only, with evenings reserved for functions. Famous for our Bubbly Breakfast, fresh lunches and weekend Oyster Bar, Restaurant Cuvee is diverse, dynamic and delicious!!!

#### **The Role**

Restaurant Cuvee are seeking apprentice chefs either a first year or second year. Our ever expanding team is after people who have experience in breakfast, lunch and functions.

You will have the chance to show your skills and talent with a seasonal menu and constant specials.

With the option of possibly working in different venues, you will gain valuable lessons from multiple different chefs with varying levels of experience.

A positive can do attitude is a must :)

Please send your resume to [chef@petersonhouse.com.au](mailto:chef@petersonhouse.com.au) or call Head Chef Chad Pridue on 02 4998 7881 Wednesday - Sunday

### Apprentice painter and decorator

#### **Qualifications & experience**

- Must have ohs white card

#### **Tasks & responsibilities**

- Clean and organise job sites
- Work as part of a team
- Prepare surfaces for painting
- Apply a wide range of protective coatings to surfaces

#### **Benefits**

Work as part of a young motivated team that pushes you to achieve your full potential

# Youth Links

7th December 2020

## Apprenticeship

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### Apprentice Chef 1st or 2nd Year

Due to our increase in trade we looking to take on someone who loves to be part of a hard working crew.

The team are great and the conditions are excellent.

As an apprentice you'll be expected to work a variety of shifts including weekends.

We want your skills to develop and you'll have input into menu development and costings etc.

This is a role with a future within our business and we are here to help you utilise the skills needed to further a career in cooking.

This role may suit someone who has just finished High School also.

The salary will be the Award rate of pay. If this sounds like you then please Apply.

[andrew.davis@warnersbayhotel.com.au](mailto:andrew.davis@warnersbayhotel.com.au)

Thanks

### Carpenters/Installers/Sheetmetal Tradesman/Sheetmetal Apprentices

We are currently looking for motivated people ready to join a fast paced working environment.

Looking for carpenters, installers, sheetmetal tradesman/ apprentices 2nd 3rd or 4th years

Duties may include

Mig/Tig welding mildsteel/aluminium/stainless

Use of power/hand tools

If required on site installation

General laboring/factory general hand

Drivers license is preferred

Immediate start available

If you feel you suit the above please apply!

[chelsea@prostainless.com.au](mailto:chelsea@prostainless.com.au)

### Apprentice Plasterer

#### **About the company**

DTS Plasterboard Linings is a family owned and operated company who have serviced the Newcastle and Hunter regions for the past 25 years. We cover all aspects of the industry and have a very reputable name among the region. We are currently seeking a first year apprentice to join our team of reliable plasterers.

#### **About the job**

Applicant must have own transport to and from job site each day and must hold a construction white card or be willing to obtain before commencing work. We are seeking an individual who is highly motivated and eager, someone who can work in a team environment and who can take on constructive criticism as this is all apart of learning in any trade.

The successful applicant will be rewarded with a high skill in the trade and the opportunity to grow with the company once the apprenticeship is complete.

### Apprentice Plumber

Quinn McCook Roofing & Plumbing is a local family owned business servicing Newcastle and the Hunter Valley.

We are a growing business looking to expand our team with a new first year apprentice. Our apprentice must have:

- Current drivers licence (manual)
- Ability to work confidently at heights
- Ability and desire to work as part of a team
- Good verbal and written communication skills
- Motivation and a can-do attitude

Second & third year apprentices are also welcome to apply.

Please email [tiarny.mccook@gmail.com](mailto:tiarny.mccook@gmail.com) with your resume and cover letter.



### Apprentice Maintenance Fitter

AlSCO is a stable and successful global market leading linen rental business that has been established in Australia for over 50 years. With dependable support systems throughout the organisation, we take pride in looking after our employees and working together to deliver excellent customer service to our clients.

Our Newcastle branch is currently seeking an **Apprentice Maintenance Fitter** to join the Engineering team, which is responsible for repairs and maintenance whilst driving safety and continuous improvement. This is a full-time position, working 38 hours, Monday – Friday.

We are looking for an apprentice who is keen to learn and be trained to be fully responsible for the following tasks and responsibilities:

- Effectively respond to breakdown callouts throughout the day, ensuring minimal downtime.
- Participate in the maintenance program that includes preventative maintenance, corrective maintenance and breakdowns.
- Assist in organising and carrying out all site projects including the installation of new equipment and building improvements.
- Ensure accurate Asset malfunction and repair data is logged and submitted within a timely manner.
- Focus on continual improvement, demonstrated commitment to safety and quality.
- WH&S Awareness.

You will gain practice on-the-job experience working onsite and we will fully support you studying to complete a Certificate III in Engineering - Mechanical Trade at TAFE.

It is essential the successful applicant possess the following:

- Variety of hands on experience in an industrial or manufacturing environment.
- Desire to learn quickly and maintain a high level of self-motivation
- A team approach and a positive outlook
- A keen eye for detail
- Good organisational and communication skills

Your enthusiasm and proactive nature will be rewarded with a competitive salary, job security and career development opportunities.

We are looking for a diverse range of applicants and welcome the applications of Adult Apprentices.

We look forward to receiving your application.

As part of our recruitment process you will be required to complete pre-employment screening which includes reference checking and health screening that involves drug and alcohol testing. Proof of Your Right to Live and Work in Australia must be presented at interview stage.

AlSCO is an equal opportunity employer. We evaluate qualified applicants without regard to race, colour, religion, sex, national origin, disability, and other legally protected characteristics.

**Agencies please note:** *AlSCO is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at AlSCO via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of AlSCO. No fee will be paid in the event the candidate is hired by AlSCO as a result of the referral or through other means.*

ALSCO is the leading textile rental company in the world with a strong presence in many Australian industries - including hospitality, manufacturing, healthcare and mining. We are a committed group that takes pride in looking after our clients and employees and delivering exceptional customer service at all times.

A company with branches across all states of Australia and throughout Australasia, ALSCO is a mature, stable and successful business with strong support systems throughout the organisation and an ingrained culture of safety and continuous improvement.

# Youth Links

7th December 2020

LIKE us on  
**Apprenticeship**



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

## Fine Dining Apprentice, Commis & Demi Chefs

### About the business

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

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

### About the role

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

### Benefits and perks

Join a strong & happy award winning team & Hatted restaurant

\* Autonomy & creative freedom

\* Onsite kitchen gardens

\* Work with high quality produce

\* Fantastic work/life balance

\* Generous salary

\* Career progression

### Skills and experience

We are looking for:

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



P | +612 4998 4999

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

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

A | 88 Halls Road Pokolbin NSW 2320



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

### Apprentice Chef

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

### Apprentice Chef – about the role

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

### Work Environment:

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

### Apprentice Chef Responsibilities:

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

### Apprentice Chef Skills:

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

### Eligibility

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

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

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

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Business Trainee Receptionist

Our Client specialises in providing Reception, Administration & Telephone services to a number of business within the one location. It's an exciting opportunity which offers a strong variety of tasks within a supportive environment.

As the first point of contact for visitors and telephone calls, you will be relied upon to represent the businesses in a professional manner. As Trainee Receptionist you will be working closely with a variety of professions including Psychologists, Financial Advisors, Real Estates, Telecommunications and Recruitment Services.

With such a diverse range of professions in the one building, you will need bring a strong willingness to learn, have self-confidence and professional communication skills.

### Essential Criteria:

- Previous experience within a customer service environment
- Willingness to commit to a 12-month Traineeship
- A professional presentation
- Confident communication skills
- Basic computer skills with an interest in learning systems

To be considered for this opportunity, a Cover Letter addressing the Essential Criteria and Resume is required in the first instance.

This role is offering Award Wages - Apply Now!

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

## Junior Reception & Administration Traineeship in Real Estate

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 Rental and Sales 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
- 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.

If you believe you will make for the ideal trainee here at Reece Realty, send your resume and cover letter outlining why you want a start in Real Estate to [recruitment@reecerealty.com.au](mailto:recruitment@reecerealty.com.au).

7th December 2020

LIKE us on



## Traineeship

### Business Admin (Medical) Cert III Traineeship

#### About us

The PhysioStudio is a happy, vibrant and successful allied health clinic with practices in East Maitland and Thornton. We have a fantastic reputation in our local community due to our consistently high customer service delivery together with health care. Our aim is to help members of our local community enjoy a healthy and active lifestyle- through the treatment and rehabilitation of injuries and specific professional advice about health, sport and performance.

#### Qualifications & experience

- Commitment to complete Cert III Business Admin (medical) in 12 months
- This is a Trainee Position

#### Tasks & responsibilities

- Customer service and front desk reception duties
- Take telephone calls, bookings and enquiries
- Operate computer based booking system and diaries
- Take payments and follow up accounts
- Support staff in delivering best quality health services
- Maintain a safe and clean workplace
- Support the practice manager in operating a successful and productive business
- Organised with excellent time management skills
- Positive, happy and confident personality

#### Benefits

- A friendly happy team of colleagues
- Supportive environment
- Work in a successful, vibrant, busy allied health practice
- Get your medical administration career off to a flying start

Learn from a successful, experienced and supportive role model

### Trainee Dental Assistant

Maitland Dental Care is an Accredited Dental Practice positioned in the centre of the Maitland Business District.

We are currently seeking a trainee dental assistant to join our wonderful team .

No Experience required as full training will be provided.

You will be required to complete Certificate 3 in Dental Assisting on commencement of employment.

The role is a Long term casual position Initially working- Monday, Wednesday and Thursday..

But days will vary to appointment book and staff leave requirements.

Normal Working hours are 8.00-5.30pm Monday Tuesday Wednesday and Friday and 9-7.30pm on Thursdays.

The Successful candidate will be able to:-

\* Work as part of a team.

\* Interact appropriately and successfully with people of varied ages and backgrounds.

\* Show initiative, flexibility and empathy.

\* Follow instruction.

\* Have excellent work ethic.

\* Work extended hours until 7.30pm on a Thursday night if required.

\* Be available to cover Personal leave and Annual Leave for other staff.

\* Willing to obtain working with children clearance.

To Apply for this position you will need to email :-

[rebecca@maitlanddentist.com.au](mailto:rebecca@maitlanddentist.com.au) or phone [02\) 49335081](tel:0249335081) to request an application kit.

Application for this position will close on Thursday 17th of December.



## Business Administration Traineeship

Buildcert is a well-established, progressive and innovative building certification company, with offices strategically located to service the Central Coast, Newcastle, Hunter Region, Mid North Coast, South Coast and Sydney regions. We are a solutions-driven company providing exceptional performance, customer service and value to a broad range of clients for all classes of commercial, industrial and residential developments.

An exciting opportunity exists to join our Administration team with a traineeship based in our Newcastle office. To apply for this role, you should be committed to starting a long-term career in administration, be proactive and willing to learn, and have the ability to develop positive working relationships with our staff and client base.

### **Duties and Responsibilities**

Including but not limited to:

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

In addition, you will be required to:

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

### **Essential Attributes**

The successful candidate will have:

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

### **Additional information**

- Be available to work between the hours of 8am to 5pm Monday to Friday;
- The traineeship will occur over a 12 month period

If you would enjoy working as part of our dynamic and friendly team of professionals, while contributing to the ongoing growth and development of our organisation, please apply with both covering letter and resume by COB **December 9, 2020**.



## TRAINEESHIP - WiZDOM Loans

At **WiZDOM** we enjoy a collaborative, professional team environment and ample free parking available nearby.

**We are seeking** an enthusiastic trainee to join our Financial Services business and provide support to the national WiZDOM Loans Team.

This is a new traineeship role in a growing business. We see this traineeship as a great start to your career in Finance and or administration and one that will continue beyond your traineeship. You will receive on the job training whilst completing your certificate or diploma in a finance or administration related field.

**The successful trainee** will be driven to succeed and will present themselves as professional, confident and attentive with a very customer centric mindset. They will have a personable telephone manner and be competent in managing requests by email. They will embrace technology and be comfortable in working across a variety of cloud based platforms. A positive and "can do / will do" attitude whilst working with differing personalities, conflicting priorities and variety of duties is a must.

**Your experience** will have been gained in customer service, hospitality or administration and to be considered for this role **you must have:**

- Commitment to undertake a traineeship and complete the required the learning via a registered provider
- Confidence to provide welcoming and supportive customer service to our prospective and existing clients.
- Efficient organisation skills.
- The ability to connect with both team members and clients via phone and email
- Willingness to provide the support as requested, doing what needs to be done with minimal fuss.
- Time management skills with the ability to manage several tasks and conflicting priorities at one time.
- Sound numeracy skills and attention to detail.
- The ability to follow set process.
- Advanced computer skills i.e. Outlook, Word, Excel and cloud-based software.
- Sound written and verbal communication skills.
- Capacity to maintain discretion and sensitivity when dealing with confidential matters.

**If you meet the above requirements**, and would love to commence a traineeship working in in a positive, professional and established privately-owned business, **please "APPLY" and attach your CV and a cover letter that outlines what appeals to you in this role and why a career in the Finance industry interests you.**

**NO AGENCIES PLEASE**



## Warehousing Traineeship - Immediate Start!

HunterNet Group Training are seeking a Warehousing Trainee to join their fast-paced team in Cardiff.

Working with our host company, we are looking for a motivated individual who is interested in completing a Certificate III in Supply Chain Operations. The successful applicant will complete this traineeship over 24 months while gaining on the job experience with a nationally recognised company.

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

- Picking and packing
- Unloading pallets
- Manual handling of materials
- Standard warehousing maintenance
- Operating a forklift
- Stock control
- Listen and follow directions from management
- Follow all WHS policies and procedures
- Complete all on and off training to a high standard

### **Essential Criteria**

- Ability to think on your feet
- Attention to detail
- High level of computer literacy
- Work well within a team environment
- Strong communication skills
- Reliable and have willingness to learn
- White Card
- Car licence and reliable transport

### **Desirable Criteria**

- Forklift licence

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

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

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

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



## Business Administration Trainee - Port Stephens

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

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

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

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

### **Who should apply?**

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

### **Essential Criteria:**

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

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

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



## Certificate III Traineeship in Early Childhood Education & Care

Are you looking to begin a career in Early Childhood Education and Care? Have you just finished your HSC or are you a person who is looking for an exciting career change? If so, we have a wonderful opportunity for you to begin an Early Childhood Traineeship in a highly supportive and exceeding rated service in Warabrook.

### **The position**

A Certificate III Traineeship for 12 months in an exceeding rated service. This is a full time role and you must be flexible in working between the hours of 7am-6pm. You will receive ongoing learning and support from our inspiring and motivated team of educators, as well as receiving study time during your work hours. You will have access to valuable mentoring in relation to quality teaching practices and curriculum.

### **What will a standout candidate look like?**

- Energetic, hardworking, punctual and flexible
- Motivated and dedicated to your work and study
- Warm, caring, kind and empathetic in nature
- Take initiative and be willing to ask questions or ask for help
- Have had no previous vocational (VET) training
- No previous qualifications above a Certificate II completed in the last 7 years.
- Excellent written and oral communication skills
- Exceptional work ethic and commitment to work as a part of a team
- Have a current Working with children's check (WWC) OR be willing to obtain one prior to employment
- Desirable: First Aid Certificate, but not required as this is a part of the training module.

There is opportunity for continued employment beyond the traineeship for the right candidate who demonstrates the ability to display the (above) high expectations.

### **What to include in your application to kick start a rewarding teaching and learning career journey...**

- A Cover Letter. Please also include a paragraph outlining why you want to study and work in Early Childhood
- A current Resume

If you have any questions regarding this role, please call our Director Katy on [02 40443135](tel:0240443135) or email [admin@makingwaveschildcare.com.au](mailto:admin@makingwaveschildcare.com.au).



## CERTIFICATE III TRAINEESHIP (38 hours- full time- 1 year)

Are you looking for that perfect opportunity to commence your career in Childcare? This could be the opportunity you have been waiting for! Have you always loved being around children? Are you energetic, hardworking and enjoy a fast paced environment? Do you want to kick start your career in Early Childhood? Then we would love to hear from you!

**Criteria: To be considered for this role you must meet the following requirements:**

- Must be over 18 years old and have no previous vocational (VET) training after finishing school.
- Reliable transport, punctual and ability to work flexible hours.
- Excellent written and oral communication skills.
- Exceptional work ethic and commitment to work as a part of team.
- Pleasant, kind, respectful and friendly nature and ability to work in high paced environment.
- An attention to detail when cleaning.
- Genuine desire to enter the Early Childhood Industry and a commitment to complete the training.
- Have a current Working with children's check (WWC)
- Mature nature and awareness of ethical and professional standards on social media platforms.
- First Aid Certificate desirable but not required as this is apart of the training module.

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

**Duties involved include:**

- Assisting the implementation of developmental programs.
- Prepare play and learning materials.
- Help children with daily routines and ensure the safety and supervision of all children.
- Working co-operatively in a team.
- Cleaning duties.

If you are eager to become part of the inspiring team at the Honey Tree Preschool Bellbird please apply by emailing your resume **with a cover letter addressing the criteria.**

**Applications without a cover letter addressing the criteria will not be accepted.**

**For any questions about our service please refer to our website.**

**By: Monday 4th January 2021 (No later)**

Award wages apply.



## Spare Parts Trainee

We are Hunter Jaguar Land Rover. A wholly family owned and operated motor vehicle dealership located in Bennetts Green just 15 minutes from Newcastle and we are in search of an energetic Spare Parts Trainee to join the team.

Our business continues to expand and grow and we need great people to join with us on that journey. At Hunter Jaguar Land Rover we completely understand that our people are our greatest asset. We firmly believe that when our team are happy and engaged they strive for great outcomes for our guests. This in turn sees our guests return to our business, time and time again. It's this philosophy that is absolutely at the heart of who we are, the delivery of outstanding guest service to every single guest, every single time.

We offer a professional and supportive team environment that gives you the feedback, mentoring, training, advancement opportunities and the resources and environment you require to succeed. Equally we offer a culture where everyone has an equal voice, we value your input, your views, your passion and your leadership. Indeed many of our team have been with us since our beginnings in 1998.

We are looking for a like-minded Trainee who shares our vision, will help grow our culture, your experience & skillset and ultimate our business

The main focus for an Spare Parts Trainee is to carrying out a range of duties to allow identify and supply spare parts to our customers, both internally & externally. Duties include answering phones, warehouse duties ('picking & packing' of orders) ordering of parts in consultation with the Parts Managers, learning to become a Parts Interpreter, parts Deliveries, assisting retail customers and our Service Workshops. It is a dynamic and fast past role and we offer career advancement for the right candidate..

The qualities and skills we look for include:

- Willing to complete traineeship or apprenticeship in the Automotive Spare Parts field.
- Willingness to learn and be up to date with their apprenticeship modules.
- Ability to work productively in an autonomous environment
- Current NSW Driver's License.
- Highly motivated, energetic, reliable and wanting to grow with us.
- Excellent communication skills
- Great Computer Literacy and ability to learn

In return for your experience, skills & contribution we offer:

- An attractive employment package & support to complete studies.
- Ongoing Training both internally & through JLR Australia
- Luxurious motor vehicle brands to apply your skills to.
- Opportunity for advancement

If you believe you have the drive, the ambition, the dedication and the discipline to finish tackle this role and grow with us and the attitude to be part of our award winning dealership then we want to hear from you today.

All applications are treated in the strictest of confidence.

Initial applications should be made to our parts Manager, Mr Craig Doherty via email to [craigd@hpmg.com.au](mailto:craigd@hpmg.com.au)

Why not contact us today and start a career, not just a job.



### Business Administration - Traineeship

#### Office Administration Traineeship

JB Hunter Technology is a Registered Training Organisation with almost 30 years experience in delivering quality telecommunications and safety training across Australia. Our national office is located in Newcastle.

This rewarding entry level opportunity is for a permanent position that includes a 12-month full-time traineeship, providing the successful candidate with paid on-the-job mentoring and experience while undertaking a Certificate III in Business.

#### Your responsibilities will include:

- First point of contact for all students and visitors to our Newcastle venue
- Monitoring sign in/out process
- Answering the telephone and handling general student inquiries
- Checking student documentation, processing enrolments and incoming mail and data entry
- General office administration duties such as data entry, filing, scanning, generating class lists
- Providing administrative support to the Student Support Team

#### About you:

- You will be reliable, enthusiastic and willing to learn
- You will have a confident phone manner, great customer service and be well presented
- Pride yourself on your attention to detail, accurate data entry and organisational skills
- You will be a great communicator - both written and verbal
- Work well with others maintaining a can-do attitude
- Be available for an immediate start

Does this sound like you? If you are looking for a quality role in an established successful organisation in NSW's largest regional location, please forward a covering letter and a concise resume to [jobs@jbhunter.edu.au](mailto:jobs@jbhunter.edu.au) by **Tues 1st December 2020**.



### Quarry Trainee

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

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

During your traineeship, you'll be employed by us, while completing on-the-job training with our Denman based 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 Surface Extraction Operations](#) over 24 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:

- Operate the water cart and fuel truck
- Learn how to operate different machinery and plant equipment
- Operate haul trucks, front end loaders and excavators
- Assist with maintenance and repairs
- Maintain cleanliness of work areas including shovelling and hosing
- Assist qualified tradespeople

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

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

- Ability to work as part of a team
- Commitment to both on and off the job training
- A can-do attitude and willingness to learn
- Ability to work safely and follow instructions
- Good computer skills
- Be a quick learner and able to listen and take guidance
- Able to problem solve and think "outside the box"
- Rural upbringing and some mechanical skills/aptitude are desirable
- P1 drivers' licence or higher
- OH&S Construction Induction Certificate (Whitecard)

#### 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 8th December 2020**

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

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Warehouse Trainee

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

**MRAEL have an exciting opportunity for a Warehouse Trainee for an immediate start. *Recent School Leavers and highly encouraged to Apply!***

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

### **Key Responsibilities:**

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

### **Sales**

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

### **Stores**

- Picking
- Packing
- Despatch
- Cycle Counting

### **Clerical**

- Daily Cash up
- Reconciliation

**Wage: Junior Award Wages Apply!**

### **Requirements:**

**Applicants must have a valid Drivers Licence**

- Must be an Australian citizen / resident.
- Genuine interest and willingness to work
- Intermediate Computer Skills
- Ability to complete manual handling tasks
- A positive quick learning attitude
- Reliable and punctual
- Excellent communication skills - Written and Verbal
- Motivated to complete your studies
- High level of attention to detail **If this sounds like you, we would love to hear from you!**



## Trainee Fibre Splicer/Cable Hauler

An opportunity exists for a full-time trainee Fibre Technician/Cable Hauler position in our Newcastle Based Fibre Optic Company. We install Fibre optic cable in commercial buildings and in outdoor street works. The majority of the work is in Sydney although also includes jobs state wide. You will be required to assist a qualified Cable installer, installing fibre optic cable in commercial buildings and outdoor street work as well as assisting a fibre splicer. This position will involve manual labour.

### Requirements:

- Have an enthusiastic attitude and be willing to learn and work with attention to detail.
  - Ability to work in a team environment and independently
  - Good communication skills, oral and written.
  - Have an O.H&S Certificate (white card).
  - Be able to travel throughout the Sydney Metropolitan area and NSW Country. You will be given a work vehicle or/be driven to the job site in a work vehicle.
  - Must have own transport to get to our Newcastle Base.
  - Must have Full drivers licence or be near the end of your Green Provisional licence.
  - A desire to have a career within the communications industry, specialising in fibre optics is a must as you will have the opportunity to receive appropriate training in fibre optic testing, splicing, external jointing and to read and interpret drawings and schematics.
  - You must have an enthusiastic attitude and be willing to work with attention to detail.
- This is a great opportunity to gain entry into the Communications Industry and work in a small, friendly team.

Someone with previous cabling experience preferable.

## Automotive Sales Trainee - Cardiff

OzCar is looking to employ a Trainee Used Car Salesperson.

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

What can OzCar Customs offer that most cannot?

- 20 years in business.
  - Some of the best cars in town.
  - A great team environment.
  - Over 1000 vehicles to sell from.
  - Comprehensive sales training.
  - A long term sales career.
  - Access to our world 1st Sales APP.
  - Goal driven, winning culture.
  - Advancement opportunities in an expanding company.
  - Potential salary and commission package in excess of \$120k.(once traineeship is completed)
- What you must offer!

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

Car selling experience is not essential

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



## Certificate III Traineeship, in Early Childhood Education and Care

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

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

**Please attach a cover letter addressing the below.**

### **Essential Criteria**

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

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

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

Wages are in accordance with relevant award  
An eligibility list will be kept for a period of six months

Only suitable applicants will be contacted  
Applications Close Friday 4th December, 2020  
Applications sent by clicking apply button

## TRAINEESHIP: CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

### **About the business**

Elder Street Early Childhood Centre is a well established, innovative and profession leading service in Newcastle. Elder St has been operating since 2005 and is a privately owned 39 place centre. We provide a unique learning experience that focused on each child's strengths, interests and curiosity. Our team of experienced educators have worked together for many years and from this knowledge base we encourage and advocate for professional growth within the sector through the provision of a traineeship program each year.

### **About the role**

This traineeship position offers candidates the opportunity to gain the knowledge, skills and qualification whilst working with the children and team every day. The study component of the role is delivered within your working hours at the centre with occasional local on campus face to face learning days over the 12 months. Candidates will be working directly with children and families whilst also learning about teaching and curriculum from team mentors. Traineeships at Elder St ECHC are a highly rewarding experience that offers only a few people per year a comprehensive quality first teaching experience to launch their life long teaching and learning journey.

### **Skills and experience**

No previous early childhood education and care experience is required. Applicants must be 18 years or over with no previous qualifications above a Certificate II completed in the last 7 years. We will be looking for self motivated, energetic, curious and resilient people for this role. Any previous team based work and strong communication skills will be highly desirable.



## Child Care Traineeship Opportunity

### About the role:

The Child Care Trainee will assist in the provision of quality care for children and support for families. They will contribute to the development of the implementation of the child care programme and work under the general direction of the Child Care Director. The Child Care Trainee will work and study to attain their Certificate IV in Children's Services.

The suitable candidate will be able to address the following essential criteria:

### Essential Requirements:

1. Aboriginal or Torres Strait Islander descent and ability to prove
2. Completion of Year 12 or equivalent
3. At least 18 years of age
4. Successful Working With Children Check
5. Ability to work as a member of a team and follow instruction from others
6. Computer literacy
7. Responsible and reliable
8. Highly motivated and genuinely interested in early childhood education and care
9. Commitment to study and the ability to complete required assessments
10. Strong written and verbal communication skills
11. Alert, observant, active and able to use judgement and initiative
12. Ability to lift children and equipment

### What will you Gain?

- - Cert III in Children Services
- - On the job training
- - Full-Time employment

### Experience:

- No experience required.

National traineeship wages and conditions apply.

### How to Apply

To apply for this position, please forward your expression of interest in the position to: [talana@wandiyali.com.au](mailto:talana@wandiyali.com.au), stating the position in the subject line. You will be forwarded an application form and a position description.

To then apply for the position you will need to forward the following:

1. *Cover Letter: please introduce yourself and specifically address each of the essential and desirable criteria in the cover letter*
2. *Current Resume*
3. *Complete Application Form*

Applications that are received that do not address the criteria will not be considered. Nor will applications be considered if the applicant has not completed the application form in full.

Only applicants that are successful in gaining an interview will be contacted..

### More Information

For more information about the position or the Organisation please send your queries

to [talana@wandiyali.com.au](mailto:talana@wandiyali.com.au)

Applications Close 5pm Friday 11 December 2020. Interviews will be held on Wednesday 16 December or Thursday 17 December 2020.

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Cert 3 & Trainees immediate start & ECT (Maternity Leave position January 2021)

Warners Bay Little Learners is a new (opened August 2018), privately owned early learning service in Warners Bay, NSW.

Warners Bay Little Learners is committed to providing children with stimulating and educational programs in a supportive and nurturing environment that enables each child to reach their full potential.

Driven by our philosophy "nurture, inspire, achieve", all children, families and staff at Warners Bay Little Learners will be respected and valued for their uniqueness and talents.

### **CERTIFICATE 3 TRAINEESHIP APPLICANTS:**

A traineeship is a 12 month contract between yourself, a registered training organisation and our centre. You will be required to complete units of study and conduct varied aspects of your study including observations and planning of play based learning during your time at the centre. You will have qualified staff to mentor you and train you in all areas of childcare so that you can become a great Educator with not only 12 months hands on childcare experience but also be equipped with all the necessary rules, regulations, policies and procedures that come with being a qualified Certificate III Educator.

You will have a genuine interest in childcare and be a hardworking, responsible individual.

You need to be 18 years or older and hold a current NSW Working With Children Check

PPT training contract 37.5 hours per week.

Please direct all enquiries and resumes to Judith at [director@warnersbaylittlelearners.com.au](mailto:director@warnersbaylittlelearners.com.au) or phone [49536745](tel:49536745)

## Childcare Trainee

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

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

**Your skills and qualifications should include:**

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

**Your key priorities will be to:**

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

**Applications close 5pm Friday 10th December 2020**

Only selected applicants for interview will be contacted.

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

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



## Early Childhood Trainee

### About the business

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

### About the role

We are looking for 2 enthusiastic educators wanting to obtain their Certificate 3 - Early Childhood Education and Care through on the floor workplace training.

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

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

### Benefits and perks

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

### Skills and experience

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

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



## Business Services Trainee

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

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

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

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

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

- Respond to all inbound calls
- Make outbound calls to customers and clients
- Handle customer inquiries via email and phone
- Greet walk-in customers
- Quoting customers
- Data entry
- Quality checking devices
- Claiming devices/parts using manufactures systems
- Counting/allocating stock & parts

### **Who should apply?**

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

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

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

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

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

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



## Trainee Car Sales Consultant

### About the Role

This is a great opportunity to earn while you learn! We sell 9 of the World's best brands and have various positions available!

### What we offer:

- A rewarding career with a well-known, respected and diverse dealer group
- Training in our proven process for success
- A supportive and dynamic team environment
- Access to a range of career development and advancement opportunities
- Great starting salary and benefits package

### The must haves:

- Customer service focused
- Outgoing personality
- Strong communication skills and confidence to deal with people on all levels
- Ability to work effectively within a team environment
- Be able to work weekends
- You'll need a current Australian drivers licence
- You can drive a manual

The ideal candidate will like to achieve and will be determined to succeed. You will possess exceptional communication skills and a strong desire to help customers.

Experience working in sales and/or customer service is desirable. This is a challenging, yet rewarding career choice. The right individual will find they will be mentored and supported throughout their journey.

### About Us

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

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

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

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

### To Apply

Together with your resume, you should include a covering letter addressing the above criteria demonstrating your suitability to this position. Only short listed candidates will be contacted.



## Business Administration Traineeship

HunterNet Group Training in partnership with our host company are seeking a motivated individual to start as a Business Administration Trainee.

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

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

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

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

- General administration
- Liaising with clients and suppliers – email and phone
- Managing emails in Outlook (Office 365)
- Accounts Payable and Receivable
- Timesheet upload to Xero
- Quotes, Invoices and Purchases in Xero
- Update website and social media
- Scheduling jobs efficiently to tradesmen
- Keep office, kitchenette and bathroom clean & tidy
- Running errands (mostly keys to and from clients and small pickups from suppliers to take to work sites)

### **Desirable Criteria:**

- First Aid Certificate
- Previous marketing/social media experience
- Experience using Xero and Office 365
- Knowledge of basic tools and building lingo
- Participate in team building activities

### **Essential Criteria:**

- Drivers licence
- Reliable transport
- Excellent phone manner and email grammar
- Efficient on a computer (will use Office 365, Xero and a job scheduling software)
- Strong work ethic
- Must be willing to take on constructive criticism

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

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

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

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# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Trainee Early Childhood Educator (Cert III)

### The position

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

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

### How will you stand out from the crowd?

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

### Essential Criteria:

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

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

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

### Apply Now

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

To apply, please hit the apply button now!

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

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

For further information please contact St Nicholas Early Education via email [EE.HRMailbox@stnicholasmn.org.au](mailto:EE.HRMailbox@stnicholasmn.org.au).

**Applications expire: 5:00pm, 3 December 2020**

### Additional Information

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

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

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



## Belt Splicer Trainee

### Why work for us?

A part of the Global Michelin Group of Companies, Fenner Dunlop is regarded as a world leader in providing Engineered Conveyor Solutions to the mining industry.

We are committed to investing in our people and have our very own Registered Training Organisation to develop our people to the highest industry standards. At Fenner Dunlop we value safety, rewarding high performance by providing career opportunities and encouraging internal promotion. Our prime objective is to work together as a TEAM, as Together Everyone Achieves More to become the most respected, successful and professional Engineered Conveyor Solutions provider in the world!

Obtain a Certificate III in Polymer Processing

- Higher than average trainee pay rate!
- Underpinned by mining and engineering industries, we offer secure long term employment for the right person.
- Permanent full-time position.
- Work with and learn from industry experts
- Being a part of Michelin; a leading and trusted brand within the global tyre market, you will be entitled to a discount on tyres each year.
- Access to health insurance at an excellent discount.
- Access to company discount programs from our corporate suppliers (flights, rental cars, accommodation).
- 24 Hour Employee Assistance Program for you and your family. This is a free and confidential counselling service to support your wellbeing in the workplace and at home.
- **To be consider for the Traineeship, you:**

Must be over the age of 18

- Reside in the Muswellbrook area
- Must hold a current Australian drivers' licence
- Must be able to commit to attending our training school in Perth for a month at a time (Two separate months in the first 12 months, more detail available at interview).
- Must not be banned from any mine sites in the Hunter region and willing to travel to mine sites
- Must have the ability to pass a pre-employment medical including drug and alcohol screening.
- Must have the ability to work in line with project/site operational requirements (which may see you working after hours, weekends and/or public holidays).
- Have a willingness to complete aptitude testing as part of the Traineeship recruitment process
- Pass a national police clearance
- Must have the ability to work at heights and in confined spaces
- Must have a strong safety focus
- Possess good mechanical aptitude, as well as sound communication and numerical skills

### If you have any of the below, would be highly desirable:

- Previous work experience in construction, manufacturing or mining is preferred
- Possess either a Basic Riggers ticket, Forklift (LF), Basic Dogging ticket or Elevated Work Platform ticket (desirable but not essential)

## Traineeship



*Mining for the future*

### Trainee Parts Interpreter

#### About The opportunity;

Northwest Mining are looking for a motivated and reliable **Trainee Parts Interpreter** to commence their **Certificate III in Automotive Sales (Parts Interpreting)**. The successful applicant will have the opportunity to complete their studies and gain practical experience in a busy and diverse environment. Applicants **MUST** be committed to completing both the practical and theory side of the traineeship.

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

- Respond to customer needs and enquiries in an automotive workplace
- Comply with legal requirements when selling automotive products and services
- Promote automotive products and services
- Sell automotive products and services
- Process customer complaints in an automotive workplace
- Follow safe working practices in an automotive workplace

#### About The Company

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

#### About You

- Valid drivers licence
- Professional phone manner and customer service
- Motivated and eager to learn
- Reliable and punctual
- Ability to follow instructions and work independently when required

Please note: Preference will be given to applicants living in the Muswellbrook area.

#### Why Join Us

On completion of your traineeship, you will receive the qualification **Certificate III in Automotive Sales (Parts Interpreting)**. As well as this, you will also receive;

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

#### How To Apply

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

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



#### About the Opportunity

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

Commencing in January 2021, for a period of **one year**, our **Customer Experience Trainee** will work within our Vibrant City Group, helping to provide exceptional service to Council's internal and external stakeholders. In this role you will assist with enquiries from internal and external customers in a helpful and friendly manner and endeavour to provide efficient and accurate information to all stakeholders. You will primarily work in a customer facing capacity at Council's Administration Building and undertake reception duties and administrative tasks as required. As a customer service superstar, you will embody Maitland City Council's guiding principles and make every effort to be welcoming, open minded and make things easy for those you are providing support to.

This traineeship provides an opportunity for the successful candidate to gain practical on the job experience, whilst also obtaining a **Certificate III in Customer Engagement**. Maitland City Council will provide you an opportunity to develop your skills, knowledge, and experience across a range of functions within our Customer Experience team.

#### About you

To be successful in this role you will possess:

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

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

#### You will need to:

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

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

#### Benefits

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

#### Questions?

If after reading the role charter you have any questions, please contact Human Resources on [02 4934 9878](tel:0249349878).

Applications close: **Sunday 6 December 2020**

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

#### What happens next?

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

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





## Pool Technician / Trainee

### About us

We are a small locally owned business servicing the pool industry around Newcastle, Lake Macquarie, Port Stephens and Lower Hunter. Our work is a little different to the standard pool technician whereby we offer a bit more variety in what we do and the services we offer which makes our business more exciting and provides diversity to our employees. We provide most of the training in-house and on the job. We are a growing business with new opportunities awaiting our employees ongoing

### Qualifications & experience

- Customer Service Interactions
- Full Drivers License
- Experience Working Autonomously
- Pool Industry Experience Desirable but not Necessary - Training Provided

### Tasks & responsibilities

- Servicing Swimming Pools
- Pool Repairs & Maintenance
- Interacting with Customers showing them how to use/maintain Swimming Pools
- Pick-up & Delivery Parts/Components
- Assistance in Unloading Pools/Equipment

### Benefits

- Flexibility
  - Variety in Job Tasks
  - Working Outdoors
  - Freedom to Work Autonomously
- Company Vehicle to & from Work (after trial period)

## Early Education - Traineeship

### About the company:

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

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

### About the role:

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

### The successful applicant will need:

- Willing to study independently
- Excellent written and verbal communication skills
- Possess a bright, bubbly and outgoing personality
- Must be able to work as part of a team
- Be self motivated and able to work unsupervised.
- Demonstrate flexibility and a hard working nature
- You must be eligible to work in Australia.

### How to apply:

Please send your resume, with a cover letter - outlining why you are the best candidate for this role, addressing the above criteria

Applications received without the cover letter, including the details above, will not be considered.

Please note only successful applications will be contacted for interview.



## Entry Level Compliance Traineeship (RTO)

Our Newcastle branch has an exciting opportunity for a Compliance Trainee to join our brilliant RTO Compliance Team. This is an opportunity for a driven, detail orientated trainee to join an ever growing and expanding team who specialise in compliance and all aspects of our Registered Training Organisation (RTO). Throughout this role you will be encouraged to develop skills and knowledge within the VET sector by assisting our team with compliance administration tasks, data entry and processing, completing training package updates and adhoc compliance duties.

We are seeking motivated, reliable and hardworking candidates who are committed to completing a Certificate III in Business over a 12-month period. To be successful in this position candidates should possess the following:

- Drivers Licence (P1 or above)
- Strong computer skills (Microsoft Programs)
- High level of communication skills, both written and verbal
- Commitment to on the job training

Indigenous Australians are encouraged to apply

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

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

We offer an attractive remuneration package that includes 10.5% superannuation contribution and leave loading, company mobile phone, access to bonus schemes and discounted health insurance. We a focus on work/life balance by offering the option of a 9-day fortnight, paid company days off over Christmas, and salary sacrificing.

### How to apply

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

Please note: If you don't meet the above selection criteria or you do not have a cover letter, you will not be considered for this position.

All successful candidates will be required to undertake an Australia Federal Police Check prior to commencing employment. Unfortunately we are only able to contact shortlisted candidates.

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

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Junior Administration Trainee

Hunter Pods Pty Ltd, based in Thornton, is a leader in the manufacture and supply of polystyrene pods used in the Building and Construction Industry.

An opportunity has become available to join this vibrant, professional team as a Junior Administration Traineeship. The position is offered as a 12 month Traineeship.

As you are the first point of contact, it is essential that you are an excellent communicator, friendly and attentive. Your main duties will include, but not be limited to:

- Answering all incoming calls
- Greeting all customers.
- Mail, banking and running errands
- Filing - upkeep and maintenance of all filing systems
- General administration functions, using Microsoft Word and Excel
- Assisting the Senior Administration/Accounts Staff

The successful applicant will be a positive, proactive and friendly person possessing:

Drivers Licence (Manual)

Willingness to learn and be flexible in a changing environment

The ability to maintain strict confidentiality and display initiative

Please send all applications through to [admin@hunterpods.com.au](mailto:admin@hunterpods.com.au).

## Administration Traineeship

This role will see you completing a range of supportive administrative tasks including dealing with clients on the phone as well as computer-based work.

### **Your duties will involve:**

- Assisting administration, sales and finance staff as required
- Task as required for the Director
- Answering and transferring telephone calls
- Preparation of correspondence, documents and meeting minutes
- Photocopying, scanning and filing documents
- Data Entry
- Processing paperwork
- Attending and passing TAFE modules

### **To be successful in this position you must be:**

- An organised and bubbly individual with excellent communication skills
- Tech savvy
- Eager to deliver a high level of customer service
- Passionate about dealing with people - in person, over the phone and email
- Well presentable and punctual

### **You will also need:**

- Dedication to completing a twelve-month traineeship

This role has a real potential for growth, as such, we need someone who is flexible and willing to grow within the role as our business grows. Although not essential, previous experience in a similar role would be highly regarded.



## Early Childhood Teacher, Diploma, Certificate III and Traineeships for 2021

Mirrabooka Early Childhood Centre is committed to providing the children with a warm, safe, fun, welcoming, inclusive, home-like environment.

We work as a team to encourage, support and communicate with one another so as to provide a nurturing and responsive environment that allows the children to develop their potentials. As carers and educators, we undertake to be positive role models for children across all areas throughout each day.

We are seeking an Early Childhood Teacher to lead our 0-6-year-olds program who is passionate, committed and has an ardent desire to make each child's learning journey a pleasurable and exciting one. Our beautiful appointed 34 place centre open from 6.30 am to 6 pm.

We have fully renovated our 3-5-year-old room with a full-function commercial kitchen serving all meals.

### **Position Requirements:**

Bachelor of Early Childhood Education or ACECQA equivalent

- Current Working with Children Check
- Senior First Aid & CPR
- Asthma & Anaphylaxis training (or willingness to obtain)
- Have a working knowledge of NQF & EYLF

Your job as an ECT involves not only teaching (of course) but being in tune with your young students' unique challenges and needs. You must remember that children at all years of age have amazingly short attention spans and a constant desire to be on the move. They are almost always in motion, looking for the next stimulus that will hold their attention. That means you must come to work with some serious energy and expect to keep your students interested and engaged. You must be able to demonstrate: Compassion, Consistency and fairness.

Please contact Bianca via email on [mirrabooka@outlook.com](mailto:mirrabooka@outlook.com) with your cover letter and resume, attach all certificates.



## Business Admin/Sales Traineeship

Newcastle Office Interiors is a rapidly growing company and is widely recognised for its expertise in all aspects of Interior fit outs. Newcastle Office Interiors supply to the commercial building, defence, and refurbishment markets. We are a family owned business; we treat our staff like one of our family. We are currently looking for an eager, quick learning person who wants to begin their career in business admin and/or business sales administration.

The candidate would work alongside our office manager, operations manager and sales team. Learning key foundation skills to become a successful and integral part of the NOI team.

### **The Opportunity**

We are looking for a candidate who is wanting to gain practical on the job experience, whilst receiving extensive training and a certificate III in Business (National Course Code: BSB30415).

This position would suit a person looking to begin their journey into business administration and/or business sales.

### **This would include:**

- Manage in-bound phone calls and correspondence (e-mail, letters, packages etc.)
- Work collaboratively with external sales reps to deliver project sales including ordering of products, receiving of products, and coordinating the delivery and installation of products.
- Assist maintain & monitor CRM programs.
- Assist with social media
- Assist with aftersales service of clients
- Process EFT payments as required.
- Assist with general office administration
- Create and update records and databases with financial and other data as required

### **Important skill set is as follows;**

- A pleasant phone manner
- Attention to detail
- Reliable and punctual
- Mature approach to work
- Great attitude towards new challenges & professional development

As one of our administration support team the ideal candidate for this position would be reliable, and able to use initiative when required.

Training will be provided however an interest for business administration and a willingness to learn will be a necessity.

If you have a great attitude, want to advance your career in administration come and join our team, we would love to hear from you!

To be eligible for an apprenticeship or traineeship you must be an Australian Citizen, Permanent Resident or have full working.

## Traineeship

### Trainee Position - Certificate III Early Childhood Education & Care

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

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

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

We are currently seeking a motivated and dedicated candidate to fulfil a full-time, Certificate III Traineeship position commencing 4th January 2021.

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

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

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

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

Applications close Friday 4th December 2020.



### Child Care Traineeships - Swansea and Toronto



#### Child Care Traineeships - Swansea and Toronto

##### About the business

At Little Miracles we are a 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.
- This role would suit recent school leavers.
- A can-do attitude and willingness to learn is essential.
- To be successful you need to be organised and multitasker.

In your application please state if you wish to be considered for Swansea, Toronto or either centre.



## Trainee Civil Draftsperson - Newcastle

### Trainee Civil Draftsperson

#### The Company

Northrop Consulting Engineers is an employee owned, multi-discipline consultancy that has been established for over 40 years. We have an open management structure that embodies a diverse, inclusive and flexible workforce for all our employees.

We currently employ over 400 staff across eight offices in NSW, ACT, QLD, and VIC. We are essentially a people business that grows by creating opportunities for our people to help build the business and their career. When you join Northrop, you join a company that will support you to excel both professionally and personally.

#### The Role

Our Newcastle Civil discipline have multiple opportunities for Trainee Drafters to join the team. Working with professional and experienced teams on exciting and prestigious projects, you will be provided with extensive on-the-job training and mentoring. You will develop skills in the latest AutoCAD and Engineering technology and gain vast experience as part of our Trainee Draftsperson Program.

Successful applicants will complete engineering studies at TAFE, usually 1 day a week, as part of an industry recognised traineeship. The other 4 days will be based in the office. Along with an industry-competitive salary, all TAFE fees will be reimbursed for your studies.

#### The Candidate

If you have recently completed your School Certificate or HSC, or you have started your Drafting course at TAFE and have an interest in pursuing a career in drafting, your future could be at Northrop. You will have access to many opportunities within Northrop and with our support we will help you to develop your career.

As the successful candidate you will possess:

- A passion for STEM subjects, particularly Technology and Engineering.
- Computer literacy with a keen interest in technical drawing. Exposure to packages such as AutoCAD while not required, is highly preferred.
- The ability to work independently or collaboratively as part of a team.
- Enthusiasm along with a passion for the construction and engineering industry.
- Strong written and verbal communication skills.

#### Applying

If you are motivated, thirsty for knowledge and have a drive to succeed then we would like to hear from you. Please click the 'Apply' button to complete your application.

*Northrop is an equal opportunity employer.*

**\*\*\*No agencies please. Applications are sought from direct applicants only.**



Northrop is an equal opportunity employer



## Print Technician Trainee

### Print Technician Trainee, Newcastle NSW

#### The Company

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

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

#### The Role

As a Print Technician Technician you will service and support customers with photocopy machinery ensure all call procedures are followed, including completing all onsite checks, appropriate call off and part ordering. You will apply fault finding techniques to diagnose issues (as appropriate to training level), complete equipment run up and installation and supply goods to customers.

This position is a 1 Year Traineeship that will see you enrolled in a Certificate III in Information Technology.

#### Requirements

We are looking for a tech savvy individual who has excellent communication and presentation skills, high attention to detail and the ability to easily explain complex problems or solutions. Your excellent IT skills will see you succeeding in this sought-after traineeship.

#### Key requirements include:

- Strong communication skills both written and verbal
- Be technically minded
- Excellent attention to detail
- Have good problem solving and fault-finding skills
- Excellent customer service skills and able to work well in a team
- Preferable someone with a personal vehicle

#### Benefits for you!

You will be working for a well-established organisation while completing a nationally recognised qualification, free of charge. You will earn a weekly wage and have the support of an MEGT field office to support you throughout your traineeship and be given a student concession card.

Please note that the successful candidate would be required to obtain a Working With Children Check.

This traineeship will elevate your level of professionalism and employability. Don't miss out on opportunity to be part of such a vibrant and forward moving team. Recent School leavers are encouraged to apply

If this sounds like the role for you, hit the 'apply' button now and send your resume to MEGT today or alternatively call Amber on [0408 352 883](tel:0408352883)

MEGT (Australia) Ltd is a Child Safe and Equal Opportunity employer committed to child safety and providing a work environment that values diversity and inclusion.  
[megt.com.au](http://megt.com.au)



### Trainee Tyre Fitters

- Competitive salary - paid weekly
- Career security - permanent, full time role
- High level training and development

Since 1970, Marathon Tyres has been working towards excellence in the mining industry, as well as the construction, industrial, military and port sectors, supplying multiple leading brands, complete tyre management, tyre service and tyre repair.

We continue to drive and support a strong focus on WHS along with zero tolerance to drugs and alcohol in the workplace.

Marathon Tyres are looking for safety conscious people with demonstrated drive and focus. Expect to be trained and assessed to the highest standard in industry best practice.

Based in the Hunter Valley area you will report through to the Branch Manager at the Mt Thorley branch. Ideally you will be residing in the Singleton or Muswellbrook areas.

#### Skills / experience

- Light vehicle / road truck tyre fitting experience desirable but not essential
- Driver's license
- Forklift license

#### Company Culture

Around a third of our employees are long serving with over 10 years continued employment in our independently owned business.

#### Benefits

- Work / life balance
- Competitive remuneration & five week's of Annual Leave
- Employee long service gift award scheme
- Access to an Employee Assistance Program

To apply for this exceptional opportunity, click the "apply now" button

Email: Please click the 'Apply Now' button below.



### Warehousing Traineeship

#### THE TRAINEESHIP

Do you like being always on the go, are a pro multi-tasker, and believe that everything has its place? Is working in a close-knit team something that invigorates you? Take your organisational skills to the next level with this Warehousing Traineeship.

Undertaking this two-year traineeship will give you the opportunity to become a qualified Warehouse Operator or Store Person and earn your Certificate III in Warehousing Operations.

You will learn the ins and outs of the operational running of a warehouse! Your duties will include (but are not limited to) picking/packing and dispatching of orders; processing orders; counter sales, customer service and deliveries (occasional)

This position is located in Cardiff and you will be hosted with Australia's premier supplier of equipment and chemicals to the pest control industry.

#### THE BEST BITS

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

#### WHO SHOULD APPLY

We are looking for hands-on, motivated and focused workers who are willing to learn and start their career in warehousing and willing to be commit to this 2-year traineeship! If you are a strong communicator, and a good team-player – this could be the role for you!

#### Must have's

- Drivers licence

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

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

[migas.com.au](https://www.migas.com.au)  
1300 464 427





## Real Estate Practice Trainee

HunterNet Group Training in partnership with Harcourts are seeking an enthusiastic individual to join their team as a Real Estate Practice Trainee.

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

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

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

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

- Reception duties
- Take all enquires for the sales team
- Forward necessary information to the sales team and management regarding properties
- Create and maintain files for clients
- Maintain stationery supplies and office equipment
- Manage time effectively to complete studies in the work environment
- Communicate WHS issues to management

### **Who should apply?**

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

### **Essential Criteria:**

- Drivers licence
- Reliable transport
- Ability to work in a team and independently where required
- Committed to completing practical and theory-based study requirements of a 12-month traineeship
- Follow all WHS policies and procedures

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

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

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

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

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



## Office Coordinator - Trainee

Are you the next person to join the team at Nixon Building & Maintenance?

If so, you will be enthusiastic about starting (or continuing) your traineeship in Business Administration with a small team in the construction industry.

This is a new role that has been created and you will eventually become the “engine room” of the business which you will be encouraged to “make your own”.

Duties & responsibilities will include:

- General administration
- Liaising with clients and suppliers – email, phone & in-person
- Managing emails
- Accounts receivable & payable
- Quoting, invoices and data entry using
- Managing website & social media
- Scheduling jobs efficiently to tradesmen
- Keeping office, kitchenette and bathroom clean and tidy
- Running errands

What are we looking for in a person?

- Strong work ethic
- High standards of organisation and presentation
- Professional phone and email manner
- Ability to get along with our tradies and clients
- Someone who is practically-minded (you will eventually need to know what different tools and materials are that we use)
- Willing to take on constructive feedback (we take our job as your mentor during your traineeship seriously and will endeavour to encourage you to do your job as best as your can)
- Interest in helping us grow the business through website, social media and other sales channels

The hours are 7am to 3:30pm on Mondays, and 7am to 3pm Tuesday to Fridays with a 30min break each day.

Award rates paid during your traineeship.

Position based in the Cardiff Industrial Estate.

If this sounds like your dream role, please apply through the Seek process and be sure to include a cover letter outlining why you would be a good candidate for the role and address the points specifically listed under “What are we are looking for in a person?”.

The interviewing process will begin immediately and if you are successful in making it to the first stage, you will be contacted within 1 week of your application.



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

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

We are seeking an enthusiastic and hardworking individual who has a passion to work with young children.

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

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

Applicants must undertake a working with children check.

Previous applicants will need to reapply.

### **ESSENTIAL SKILLS**

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

### **DESIRABLE SKILLS**

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

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

**APPLICATIONS CLOSE;** Friday the 13th of December 2020

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

Attention: Carolyn

## Business Administration Traineeship

Newcastle MBA Group Training offers a unique alternative for individuals interested in obtaining full time employment and gaining a qualification. We deliver a scheme which ensures the sustainability of employment and training in the Newcastle, Hunter & Port Stephens area. We specialise in providing quality Apprentices and Business Administration Trainees in the Building and Construction sector.

The position we have available is for a Certificate III Office Administration Traineeship in a comfortable, fast-paced and fun environment. We are looking for employees that are committed, hardworking and reliable.

The successful candidate will have:

- Located in the Port Stephens area!
- Customer Service Experience
- Basic computer skills;
- Strong attention to detail and accuracy;
- Strong communication skills (written and verbal);
- Take pride in Personal Presentation
- The motivation to learn new things and follow instructions;

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

**Submit applications to:**

Email: [mbagtp@mbagtp.com.au](mailto:mbagtp@mbagtp.com.au)

Website: [www.mbagtp.com.au](http://www.mbagtp.com.au)

Post: PO BOX 266 HRMC NSW 2310

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



## Level 2 Data Communications Trainee

This full-time opportunity will allow you to complete a Certificate 11 in Telecommunication via a traineeship. You will gain valuable hands on experience, skills, support and have the potential to secure a long term career with this industry leading employer.

The role will see you assisting and working with skilled Telecommunications Technicians to learn all aspects of the Data/communication & Security industry.

You will be involved with the:

- \* Installation of cabling
- \* Installation of technological equipment
- \* Use of hand and Power tools
- \* Follow work health and safety policies and procedures

About you:

- Excellent communication skills
- An interest in a long term career in the telecommunications industry
- Reliable, trustworthy and mature minded
- Must be able to pass a national police check and working with children check
- An eye for detail
- A reliable and strong work ethic
- Commitment to project time frames
- Experience working in a team
- You will need to have a car licence or about to obtain a licence
- Hold a white card or be willing to obtain one ASAP
- Be committed to completing and passing all theory and practical training modules of the traineeship

This long established local company prides itself on its workmanship and quality of work. If you would like to start your career with learning from one of the best in the industry and wants to offer you a long term career with them then apply now ensuring your resume includes your date of birth and address.

## Business Administration Trainee

VBD Business, Tax & Wealth Advisers is seeking a recent school leaver to assist our Office Manager in the everyday administration and bookkeeping duties of our business.

### **The Opportunity**

We are looking for a candidate who is wanting to gain practical on the job experience, whilst receiving extensive training and a certificate III in Business (National Course Code: BSB30415).

### **This would include:**

- Reception duties
- Monitoring emails
- File preparation, storage, filing and data entry
- Collating jobs
- Invoicing

### **Important skill set is as follows;**

- A pleasant phone manner
- Attention to detail
- Reliable and punctual
- Mature approach to work
- Great attitude towards new challenges & professional development

As one of our administration support team the ideal candidate for this position would be reliable, and able to use initiative when required. Training will be provided however an interest for business administration and a willingness to learn will be a necessity.

If you have a great attitude, want to advance your career in administration come and join our team, we would love to hear from you!

To be eligible for an apprenticeship or traineeship you must be an Australian Citizen, Permanent Resident or have full working.

### **How to Apply**

Please email your cover letter and CV to [Troyw@vbd.com.au](mailto:Troyw@vbd.com.au) [link removed], with the subject header Business Administration Trainee.



## Trainee Front of House/Reception

**We are Rethink Your Workspace** a business born from our vision of creating a space that facilitates businesses collaborating to ensure more strategic, well-formulated outcomes for clients. It's a new way of working for professionals who want to do business in a non-traditional environment and are no longer willing to aimlessly follow the herd, but instead want to flip the way we do professional services on its head!

The opportunity exists for a Trainee to join our experienced team, giving you the chance to learn from the ground up! You will be supported by our highly skilled team to develop into a competent, resourceful and valuable member of the workspace team.

### **Who are the Rethink Front of House Receptionists?**

Our receptionists are more than just receptionists, they are the face of Rethink for all the businesses that have chosen to call this workspace their business place; so this role is an integral foundational piece in supporting our business owners, their teams and their client's. Our receptionists are motivated to contribute to our vision and be part of creating something meaningful. Our receptionists are organised and proactive, pre-empting the needs of our clients' and our client's clients'. They love being accountable to self, work independently as well as collaboratively, with a genuinely positive attitude. Our receptionists are required to uphold the highest level of confidentiality for our multi-disciplined professional tenants as they go about their interactions with their clients and business associates.

### **Our expectations for skills and experience?**

- We believe it is essential that you have already experience working in a customer service role, where engaging with people is an aspect of the role you genuinely enjoy
- Ability to multi task as well being able to prioritise is critical
- You need to be quick on your feet, both mentally and physically
- Strong communication skills
- Knowledge & experience in using Office 365, in particular Outlook & Excel is advantageous
- A happy and engaging disposition with a genuine love for interacting with people and being comfortable working with all age and personality types is a must
- Open, honest, passionate and authentic are a part of your character

### **What is the responsibility of our Receptionists?**

Whilst we expect all our team members to roll up their sleeves and help out when needed across Rethink, our receptionists are the backbone of the workspace, providing our tenants with a seamless support service enabling them to conduct business in an organised and well planned environment. You will be greeting all guests to our space as well as answering their enquiries via telephone and email, preparing meeting pods for client bookings, conducting COVID-19 safe cleaning practices and contributing to a supportive and compliant workplace for everyone.

If you have a passion for client services, a desire to contribute, learn and grow then Rethink Your Workspace may be the place for you. To obtain more details regarding the Traineeship and a copy of the Position Description please email [cassandra@rethinkyourworkspace.com.au](mailto:cassandra@rethinkyourworkspace.com.au).

**Applications close Friday, 11th December 2020.**

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Early Childhood Teacher, Diploma, Certificate III and Trainees 2021

We are seeking:

An Early Childhood Teacher: Part Time-Monday's and Tuesday's starting Friday 15th January 2021.

An Certificate III Educator: Full Time starting Friday 15th January 2021

Two trainees studying Certificate III in Children's Services starting Friday 15th January 2021 (Must be over 18 years old).

Diploma Educator: Part Time Monday's, Tuesday's and Wednesday's from 8th February 2021 (Maternity Leave position)

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

Our service is committed to the quality care of children aged from 6 weeks through to school age.

### **Early Childhood Teacher**

- Degree in Early Childhood: 3 or 4 years trained
- Current Teacher Accreditation
- Up to date First aid, Asthma, Anaphylaxis & CPR (within 12 months)
- Child Protection Qualifications (CHCPRT001)
- Successful applicant subject to WWCC

### **Diploma and Certificate III in Children's Services positions**

- Diploma or Certificate III in Children's Services or equivalent (recognised by ACECQA)
- Up to date First Aid, Asthma, Anaphylaxis & CPR (within 12 months)
- Child Protection Qualifications (CHCPRT001)
- Police Check
- Successful applicant subject to WWCC

### **Essential for Early Childhood, Diploma Educator and Certificate III**

### **Educators:**

- Experience and knowledge of National Quality Framework, Quality Improvement Plan & Children's Services Regulations
  - Experience in Early Years Learning Framework
  - Demonstrate ability to provide a developmentally appropriate program for children aged 0-6 years
  - Demonstrate critical self reflection through daily practices, small groups & individual observation aged 0-6 years
  - Create a stimulating positive indoor & outdoor environment
  - Maintain & keep up to date observations of children's development & maintain portfolio's
  - Proven ability to work effectively in a team
  - Communicate positively and openly with children, staff and families
  - Commitment to excellence
  - Excellent written & verbal communication skills
  - Excellent computer skills
  - Commitment to a Community base service (Not for profit)
- Excellent conditions and entitlements. Above the Modern Award Children's Services. Our service has an individual Agreement with Fair work.

### **Trainees studying Certificate III**

- Must be over 18 years old
- Demonstrate experience working with children 0-5 years
- Commitment to learn and study
- Team work skills
- Friendly and Professional manner
- Persons who completed a traineeship prior are not eligible to apply
- Working with Children Check
- Police Check

All applications require two recent written work related references.

All applicants should address the selection criteria above and forward all applications to the:

Director: [jeeckaren@bigpond.com](mailto:jeeckaren@bigpond.com)

Closing date: Thursday 26th November 2020.

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Childhood Traineeship | Community Kids Valentine

At G8 Education our team members across our 460 plus locations within Australia are making a difference in the lives of children and their families. With a passion for delivering high quality early childhood education and care, we focus on compassion, dedication, integrity and innovation to help us achieve our potential. We believe in giving the next generation of educators the best possible start to their career, through our Study Pathways Program.

Offering traineeships in the Certificate III in Early Childhood Education and Care, coveted places are currently available. Graduates from our Program don't just complete their qualification, they emerge with all the knowledge and experience needed to commence a meaningful career as an early childhood professional.

The G8 Study Pathways Program provides all eligible team members access to the following:

- Fee Free Training – G8 Education will cover all related RTO enrolment and training fees.
- A strong, dedicated support network in each state of trusted, quality RTO Providers and Trainers and access to a dedicated G8 Study Pathways Support Team.
- Paid, rostered Study Time in the workplace – up to 1 full day per month.

As a trainee, you will work as part of a team to provide quality education and care while observing the policies, procedures, values and philosophies of G8 centres. You will support children in their development and learning through nurturing relationships and positive interactions and learn how to provide physical care. As a valued member of the team, you will support educators to observe and document children's learning and development and assist in the day-to-day operation of the room. Whether it's your first ever career choice or a change in careers, it's the drive to learn, grow and ultimately build a career nurturing a love of learning for children in their early years that matters.

What we need from you;

- The willingness and motivation to study towards a Certificate III in Early Childhood Education & Care
- The ability to gain a Working with Children Check
- Dedication to developing children and fostering their potential
- Excellent verbal and written communication skills
- A friendly and energetic demeanor

Team member benefits we will provide you with;

- First Aid & CPR paid for annually
- Annual complimentary flu shots
- 30% discount off early education and child care fees at any G8 Education Centre for either yourself or a member of your family
- Access to team member benefits and discounts including hotels, health insurance, gym memberships, and theme park admissions

If you are ready for your next challenge and want to join a supportive working environment, please submit your application via 'Apply Now'.

For further information about Kindy Patch Elmore Vale, please visit the website below:

<https://www.communitykids.com.au/centres/childcare-valentine/>

*G8 Education is a committed advocate for child protection, safety & wellbeing. As an organisation, we have a zero tolerance to any form of child abuse or harm. The safety and well-being of children will always be our priority and we have an expectation that all of our team members embrace this shared commitment.*

Please note the advertising closing date is indicative only. G8 Education reserves the right to close the advertisement before this date is reached. Therefore, it is encouraged that you submit your application as soon as possible.



## Early Education - Traineeship

### **About the company:**

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

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

### **About the role:**

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

### **The successful applicant will need:**

- Willing to study independently
- Excellent written and verbal communication skills
- Possess a bright, bubbly and outgoing personality
- Must be able to work as part of a team
- Be self motivated and able to work unsupervised.
- Demonstrate flexibility and a hard working nature
- You must be eligible to work in Australia.

### **How to apply:**

Please send your resume, with a cover letter—outlining why you are the best candidate for this role, addressing the above criteria

Applications received without the cover letter, including the details above, will not be considered.

Please note only successful applications will be contacted for interview.

## Real Estate Traineeship / Receptionist / Admin Assistant

Looking for a career opportunity in Real Estate? Villager Property, are looking for an enthusiastic trainee to help to take our business to the next level.

Are you energetic, creative, motivated and ready to dive into the diverse roll of Real Estate? If so, we want to hear from you!

This is a newly created role for an energetic and vibrant person eager to provide a professional and friendly first impression to our business, with a view to further your career in real estate.

### **Role responsibilities:**

- Meet and greet visitors
- Collecting and distributing mail
- Keeping office, reception area and meeting rooms clean & tidy
- Manage incoming calls and direct appropriately
- Key management
- Some data entry to database
- Assistance with Adhoc General Admin / Property Management duties

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

We will place the successful candidate in an industry certified traineeship in Property Service. We will also give you a huge range of role diversity every day. This role also offers you a genuine opportunity for career growth and is suitable for anyone with a passion for real estate.

### **What we need from you:**

- A professional phone manner
- Ability to deal with all types of people
- Problem solving ability
- Friendly and polite
- Ability to prioritise and multi-task
- Confidence
- Computer literacy with a knowledge of Microsoft Word and Excel

Please apply through the button on the top right side and we will contact you shortly to confirm your application with us.



## Trainee Case Manager

### THE OPPORTUNITY

As part of our diverse team based in **Newcastle**, you'll help make a positive impact on someone's life every day. You'll feel great satisfaction knowing your talent and hard work has a purpose.

We currently have multiple Trainee Case Manager positions available in our Newcastle offices. Successful candidates will join one of our well-established Business Units here at EML and we will provide a comprehensive paid training program which will run for 8 weeks. During this program you will learn all aspects of the Workers Compensation business to become a successful Case Manager. You will receive your own portfolio to manage (approx. 65-70 claims when up to speed), which will include liaising with injured workers, their employers and Allied Health professionals. You will also work with internal specialists to create a strategic plan to help injured workers get back into work as quickly and safely as possible.

This will be a **permanent** position commencing **7th December 2020** based in our **Newcastle** office.

### THE OPPORTUNITY

- Gradually take responsibility of a portfolio of personal injury claims with a focus on longer-term physical or psychological injuries
- Liaise with a variety of stakeholders – working collaboratively across all to assist in return to work and return to health
- Liaise and maintain relationships with injured workers, their employers and several external stakeholders to help the injured worker back to work as quickly and safely as possible
- Develop and implement Injury Management plans to assist the injured workers' return to work journey with the support of our onsite Injury Management Specialists

### ABOUT YOU

- Ability to demonstrate resilience when having challenging conversations with multiple internal and external stakeholders
- An empathetic and motivational approach to provide customer centric support
- A driven professional with the ability to maintain a flexible approach across all levels of stakeholders
- Demonstrated experience working in front end customer service, call centres, case management, insurance, Allied Health or community services
- Highly developed written and verbal communication skills, with the ability to work in a fast-paced environment
- Passion for resolving conflicts and can handle challenging conversations
- Passionate about wanting to help people get their lives back at their time of need

### ***EML provides career opportunities and great employee benefits, including:***

- A vibrant, collaborative innovative team culture
- Great work/life balance and flexibility with opportunity to WFH up to 3 days a week.
- A corporate wellbeing program with discounted health insurance and gym membership
- Access to discounts at over 350 retailers through our RewardsHub program
- Entitlement to an annual tenure and performance-based recognition reward
- Comprehensive learning and development support
- Companywide events to celebrate success
- Quarterly Reward and Recognition Awards



## 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 Certificate III in Early Childhood Education and Care trainees who are excited to learn and are passionate about Early Childhood Education and Care.

The trainee positions are across a range of our centres 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:**

- \* Multiple positions available between 15 and 38 hours per week Monday to Friday in a variety of shift start and finish times.

- \* Centre locations for trainees include:

Waratah

Cardiff

Fern Bay

Rutherford

- \* Wages paid at CSE Level 1.1 (\$20.29/hour)

- \* Learn from a team of dedicated educators to create a stimulating, positive and inclusive environment.

- \* A nurturing work environment that encourages personal and professional development.

- \* Tillys Play and Development centres are highly regarded and renowned in the industry for our commitment to providing exceptional care and education to children and for giving extensive support and opportunities to all our staff.

- \* Complimentary uniform.

- \* Replaced time off the floor for study

- \* Excellent facilities and resources.

- \* Laptops/computers and iPads in each room for educators.

- \* Monthly staff incentives including free movie tickets and gift vouchers.

- \* Paid team meetings.

### **Essential Requirements**

- \* Must flexible with shift times and days available

- \* Passion, enthusiasm and a strong commitment to high quality care and education

- \* A commitment to learning and completing your studies

- \* Be enthusiastic, motivated, professional, flexible, and reliable

- \* You must be committed to your professional development (dedicated on the job study time, training programs, workshops and team networking are also provided)

- \* Ability to form and maintain professional relationships with families, children and other Educators

- \* Current Working with Children Check - we can help you with this before you start

- \* Professional standard of written and verbal communication

You must include in your application a short cover letter outlining why a traineeship in this industry is a qualification you would like to pursue.

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

**Only shortlisted candidates will be contacted.**

# Youth Links

7th December 2020

LIKE us on  
**Traineeship**



## Business Administration Trainee

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

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

During your traineeship, you'll be employed by us, while completing on-the-job training with our Host Employer, Singleton Council. 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 Business Administration](#) 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:

- Answer customer enquiries via face-to-face, phone and written correspondence
- Complete administrative tasks including processing applications and payments
- Process retail sales in the Visitor Information Centre
- Work with computers
- Assist in running of the front desk and back office
- Assist staff with all other administrative functions

### 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
- Some experience in administration or a customer service-based role will be favourable
- Sound computer and telephone skills
- Good listener and communicator
- Literacy and numeracy aptitude
- Honest, punctual and reliable
- Well-mannered and motivated
- P1 drivers' licence or higher

### 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 25th November 2020



## Business Administration Traineeships 2021

### 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, AGL Macquarie. 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 Business Administration](#) 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:

- Answer and direct phone calls
- Filing and data entry
- Use computer systems and databases
- Assist staff with all other administrative functions

### 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
- Some experience in administration or a customer service-based role will be favourable
- Honest, reliable and dependable
- A proactive mindset
- Excellent communication and computer skills

### 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 9th December 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.



## Traineeship in Certificate III Early Education and Care

### **About the business**

Mulberry Cottage Early Learning is a privately owned and operated Early Learning Centre.

We are family owned and operated with our Approved Provider on site each week. We have been in industry for almost 30 years, proudly serving the community.

We pride ourselves on quality and excellent care for children and families. We seek an individual who understands the importance of quality care and connection to children and their families.

### **About the role**

**We are looking for a motivated and willing trainee to join our fantastic team!**

The successful applicant will be of a mature nature with a keen sense to work efficiently and supportive of the team.

Over a 12 month period, you will be engaged in both work and training to gain a Certificate III in Early Childhood Education and Care.

You will be working with centre Educators to provide a safe, stimulating and educational environment for all the children attending the centre.

No prior experience needed!

### **Benefits and perks**

- Earn while you learn and work towards a career in Early Childhood.
- On the job coaching with qualified professionals who are eager to see you succeed.
- Modern purpose built centre.
- Supportive and Interactive team environment.

### **Skills and experience**

We are seeking a highly motivated, hard-working and enthusiastic team player and although experience is not required, having a passion and interest in working with children is essential.

If you are interested in undertaking a Traineeship in Early Childhood Education and Care, we would like to hear from you.

While experience is not required, we are seeking passionate individuals who are eager to learn and have a strong work ethic.

The successful applicant will need to obtain a current NSW Working with Children Check and enrol in the Certificate III of Early Education and Care.



## Business Traineeship (BSB30115 Certificate III Business)

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

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

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

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

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

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

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

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

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

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



## Business Administration Trainee

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

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

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- 

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

# Youth Links

7th December 2020

LIKE us on  
**Casual**



## Junior Food & Beverage Attendant

Start your career with The Salvation Army today!

We are looking for compassionate people who share our mission and values, if you have the passion and drive to commit yourself to a challenging and rewarding role, we invite you to review our current vacancies.

### ABOUT US

The Salvation Army is one of Australia's largest and most-loved charities, helping thousands of Australians every year find hope in the midst of all kinds of personal hardship. The Salvation Army offers the opportunity to use your professional skills and expertise to make a real difference in the lives of people who need help most.

### ABOUT US

The Salvation Army is one of Australia's largest and most-loved charities, helping thousands of Australians every year find hope in the midst of all kinds of personal hardship. The Salvation Army offers the opportunity to use your professional skills and expertise to make a real difference in the lives of people who need help most.

A junior position has become available for a young person who wants to be part of the hospitality industry. The right candidate must be able to work weekends, school holidays and public holidays. This position is suitable for high school students wishing to have a stable job on weekends and holidays. The right person will be trained as an all-rounder with an emphasis on barista skills and front of house duties. Must be able available 5 days a week during holidays.

### Customer Service

- Strong customer focus and commitment to quality of service provision
- Positive feedback received from customers and minimal complaints
- Hunter Oasis hospitality outlets are effectively promoted, and a regular customer base is established
- Provide excellent customer service, including friendly, attentive and proactive interactions with all clients and assist with purchases
- Prepare and serve food and beverages in line with required standards
- Attend to any relevant enquiries about the café, the Salvation Army or any feedback or complaints in a timely and positive manner and escalate to the Hospitality Manager as appropriate.
- Assist with promoting Olive Branch and Sal's by the Lake Cafés and ensure the presentation and quality of products is of a high standard
- Participate in promotional activities as directed by the Hospitality Manager

### Cafe Sales and cash handling

- Sales and payments are processed promptly and accurately
- The till is balanced at the end of each shift
- End of shift records are accurate.
- Process sales in an efficient and accurate manner in line with policy and procedures
- Charge accurate prices
- Cash-up tills at the start of each shift
- Complete end-of shift processes, including accurate record keeping, in a timely manner
- Balance till at the end of each shift and escalate any discrepancies to the Hospitality Manager immediately

### Cafe Operations

- Presentation of the cafe is reflective of the ethos and values of The Salvation Army
- Minimal disruption to the operation of the café due to stock shortages or faulty equipment
- Keep the Cafe well-presented and tidy at all times
- Maintain adequate display of goods and pricing information
- Review and manage stock levels, replenishing when required and escalating when stock reserves are low
- Ensure the maintenance and tidiness of equipment, including coffee machine and refrigeration units.

### Team Support

- Strong relationships with other team members, and a cohesive and supportive workplace
- Track and confirm availabilities through use of communication, day and availabilities books
- Participate in the supervision and training of junior staff and work experience volunteers as instructed by the Hospitality Manager
- Participate in team activities, attend staff meetings when scheduled and demonstrate a supportive approach to other staff members which contributes to the overall team effectiveness.

### Work Health & Safety

- No defective tools or equipment are used
- All unsafe conditions, practices and hazards are reported to the Hospitality Manager
- All cuts or breaks in skin are covered with blue band-aids
- All catering areas comply with local government regulations
- All catering areas are kept safe and free from hazards
- All unsafe conditions, practices and hazards are reported to the Hospitality Manager.
- Meet Occupational Health and Safety obligations in line with TSA Policy & Procedures (including manual handling techniques as required) & relevant legislation
- Ensure the cleanliness and hygiene of the front of house, kitchen and dining areas
- Ensure food is handled and prepared in line with Australian Food Safety Standards, organisational policies and procedures and government regulations
- Take care and attention in undertaking any manual handling activities and adhere to relevant policies and procedures at all times.
- Participate in communication meetings and any organised WHS training events.

### ESSENTIAL EXPERIENCE & QUALIFICATIONS:

- An appreciation of and the ability and willingness to promote and support the values and ethos of The Salvation Army.
- Experience in providing excellent customer service in a busy café or restaurant
- Ability to work as part of a team and provide 'on the job' training where necessary
- High level of knowledge of workplace and legislated hygiene requirements (HACCP)
- Excellent communication skills
- Ability to work under pressure and deliver on time
- Deliver food to customers in a timely manner
- Ability to work days, nights and weekends
- A valid NSW Working with Children's Check
- WHS - knowledge of work health safety obligations and to practice these in the workplace in line with TSA policy & procedures and legislation.
- Professional development required to maintain skills for the role.

### DESIRABLE REQUIREMENTS & QUALIFICATIONS:

- A commitment to the Christian faith and mission of The Salvation Army
- Cash handling experience
- Relevant Barista training and/or experience

### SKILLS & BEHAVIOURS:

- Team Player with energy, flexibility and integrity
- Good attention to detail and sound time management skills
- Ability to meet deadlines and work under conflicting time pressures
- "Can Do" dynamic attitude
- High level of written and verbal communication skills.
- High level of interpersonal skills
- Demonstrated commitment to quality customer/client service and continuous improvement strategies.
- Energetic and flexible with a positive attitude. The physical requirements of the job vary from sedentary deskwork to physically demanding including the lifting and handling of equipment and long periods of standing

The Salvation Army is an Equal Opportunity Employer who provides an inclusive work environment and embraces the diverse talent of its people.

The Salvation Army is a child safe organisation that is committed to ensuring the well being of children and young people, and protecting them from harm. All child facing roles will require the successful completion of a Working with Children Check. Applicants for all other roles require a mandatory National Police Check.

We value Integrity, Compassion, Respect, Diversity, and Collaboration.



## Junior Administration Officer

This is an excellent opportunity to join an expanding family owned and operated company that you can be proud to be a part of. Our company specializes in the manufacture, supply & distribution of high quality industrial products. This is a junior, entry-level position which would ideally suit a school leaver or someone looking to start their career.

We are seeking someone with strong organisation, time managements and customer service skills, who is able to work both independently and in a team, and is highly customer focused. You will be responsible for reception and general administrative duties, providing support to the staff and director and liaising with clients and suppliers. The ideal candidate must be reliable, highly organised, punctual, enthusiastic and team oriented. You will be given time each week to complete a Certificate 4 in Business Administration.

### **Responsibilities**

- Providing the director with Administrative Support
- Maintaining professional and friendly communications as the first point of contact.
- Answering phone calls and directing emails.
- Keeping records of digital and hard copy files.
- Coordinating all operating systems including printers, telephones, computers, recycling, office supplies etc
- Maintaining the shared calendar
- Scheduling maintenance work where required.
- Keeping vehicle maintenance and registrations current.
- Provide administrative support to staff, including keeping office procedures and policies current and accessible.
- Keeping all office workings in line with OHS requirements.
- Entering invoices and keeping track of incoming and outgoing deliveries.
- Booking freight.
- Regular reconciliation of bank accounts and expenditures.
- Data entry of completed jobs and updating systems.
- Chasing up overdue payments from customers.
- Arranging meeting and toolbox agendas as required.
- Sending and receiving statements at the end of the month.
- Conducting staff inductions and organising staff training where required.
- Process and fill out account applications as required.

### **Essential Criteria**

- Excellent customer service skills
- Excellent written and verbal communication skills
- A friendly and professional telephone manner
- Excellent spelling, grammar and attention to detail
- The ability to demonstrate initiative
- Be proactive, reliable and able to follow tasks through to completion
- Typing skills and experience using MS Office - Outlook, Word and Excel
- A willingness to learn
- Professional maturity
- A team player

7th December 2020

LIKE us on  
**Full Time**



## Junior Receptionist

We are currently searching for an experienced Junior Receptionist, to join our client based at Maryville NSW. You will be working as part of a passionate and close-knit team, who enjoy delivering exceptional customer service to their customers.

You must have excellent customer service skills, be able to work quickly and efficiently, have great communication skills and be capable / confident working in a fast-paced environment.

**Key responsibilities include, but are not limited to:**

- Answering the company telephone line and directing calls to the relevant department
- Supporting customers and recording complaints through a 'complaints resolution' process
- Booking events and accommodation for the sales teams
- Post-sale administrative job audits
- Retaining and rescheduling customer appointments
- Ordering and maintaining office stock and marketing material
- Assisting the Sales Coordinators to complete daily tasks
- Assisting other office staff and department managers, when requested
- Any tasks the Regional Sales Manager or Sales Director require you to complete

**To be successful in this role, you will:**

- Have previous experience in a receptionist role
- Maintain a professional and friendly telephone manner
- Be curious and eager to learn new things
- Have great organizational and time management skills
- Be a team player who is adaptable and happy to support the admin team, with a positive demeanour

**Desirable:**

- Experience with Google applications such as calendar, docs and sheets or similar
- Previous experience in database management

If this sounds like you, please apply now and attach your resume!

*Complete Staff Solutions is a locally based Employment Agency in Wallsend providing recruitment solutions to Newcastle, Maitland & Hunter Valley organisations.*

REBECCA COLLINS  
0249419800  
[ncadmin@completestaff.com.au](mailto:ncadmin@completestaff.com.au)

**FOR THE COMPLETE SOLUTION TO YOUR STAFFING NEEDS**

## Junior Contracts Administration

### About us

The role is an ideal foot in the door for a university student studying construction project management. The business is an innovator in concrete precast pools and presents an exciting opportunity for a motivated young manager looking for real industry experience.

### Qualifications & experience

- Construction Management (ideally)

### Tasks & responsibilities

- Client Management
- Administrative support
- supply liaison
- contract management
- Sales support

### Benefits

- Progressive precast business with multi skill options available
- emerging market in construction
- flexible hours of work
- attractive hourly rate

## FIND THE ALDI IN YOU



### Retail Assistant - Raymond Terrace

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

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

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

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

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

- Market leading remuneration - \$25.31 per hour\*
- Be a part of an international retailer
- Career progression opportunities in our growing store network
- Extensive training and development
- Rotating roster with an average of 20 hours per week
- 4 weeks annual leave
- Work alongside friendly, passionate and supportive colleagues

#### You will be responsible for:

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

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

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

### Junior Administration Assistant

#### Our Client

As a leader in their field, our client provides specialised trades and services to deliver products to their clients across the region. This is a small, team environment where collaboration is key! Located in Charlestown with parking onsite.

#### The Role

This is a newly created role within the business for a Junior Administration Assistant to join the team. This entry-level position will be working alongside the Director of the business and will also offer on the job training leading to a formal qualification through the completion of a Certificate III in Business Administration. Duties include:

- Reception duties, both over the phone and face-to-face
- Responding to emails
- Following up suppliers
- Tracking of jobs
- Formatting of documents
- Assisting with quoting and invoicing
- Data entry for accounts
- Assisting with retail sales
- PA duties to the Director
- Ensuring areas are cleaned and maintained

#### About You

To be considered for this role:

- You will be reliable, enthusiastic and willing to learn
- You will have a confident phone manner, great customer service and be well presented
- Pride yourself on your attention to detail, accurate data entry and organisational skills
- You will be a great communicator - both written and verbal
- Work well with others maintaining a can-do attitude
- Have a current drivers licence

#### On Offer

- A full-time, permanent position (this role won't finish at the end of the traineeship!)
- Paid study time
- Gain a nationally recognised qualification
- One-on-one mentoring and support

This rare opportunity won't stay available for long so hit "apply now" and send through your resume and covering letter for the role.

Hayley Hutchinson  
[0422 739 229](tel:0422739229)

SYDNEY // MELBOURNE // SINGAPORE // NEWCASTLE

