

# Youth Links



**careerlinks**  
young people, bright futures

15th April 2024

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**Apprenticeship**



## Apprentice Carpenter

Looking for 1st-3rd year framing carpenters for a growing carpentry business around Maitland and central coast areas. Steel frame experience is highly favoured

Must be able to perform in a fast paced environment and willingness to get in and have a go

1st year Must haves

- A car and licence
- White card
- Ability to work in a fast paced environment
- Ability to work well with others

2nd - 3rd year must haves

- A car and licence
- White card
- Ability to work in a fast paced environment
- Ability to work well with others
- Basic hand/power tools
- Willingness to learn and progress within the business

## First year Apprentice in Flooring Technology

**First year Apprentice in flooring technology.**

POSITION VACANT - Full time position

Join our growing business and amazing team and we will train you in all things pressure cleaning and specialised flooring.

Your job will include all aspects of the business including concrete grinding, concrete sealing, epoxy flooring, flake and metallic flooring, vinyl floor re-surfacing, line marking, pressure cleaning, self levelling cements and screed coats.

You will also get basic skills in floating timber flooring, vinyl flooring and concreting.

TAFE is in block release throughout the year and car licence preferred!

Site office is in Beresfield NSW.

**Immediate start**

Please send resume to [sales@ctcsc.com.au](mailto:sales@ctcsc.com.au) or call Jess on [02 4049 1507](tel:0240491507).



## Apprentice Sprinkler Fitter

### **About Us:**

United Safety & Survivability Corporation provides leading fire safety solutions to a wide range of industries around the world. With 14 locations across Australia, we are able to combine our strengths and lead the way forward with the world's most advanced fire protection solutions.

### **The Role:**

We are looking for our next apprentice to join our rapidly growing Fixed Facilities team in Newcastle NSW.

This is an exciting opportunity for someone to commence a Sprinkler fitting trade whilst receiving on the job training by our experienced technicians and management.

Our tradespeople play a key role in our business' success and we encourage any existing employees looking to complete a trade qualification in Sprinkler Fitting discipline to apply.

### **Duties:**

You will learn, develop and grow within the business, be mentored in complex and highly technical environments whilst building a successful career. As you develop in the role, it will predominantly involve testing of Sprinkler Systems, Pumps, Tanks, Hydrants and hose reel systems to AS1851-201, identifying and reporting defects and system faults, assisting with repairs and modifications to wet fire systems & maintaining awareness to adhere with individual site WH&S policies.

### **To be considered for this opportunity, you will have:**

- Organization skills and be self-motivated.
- Excellent communication skills
- Demonstrate a positive / energetic attitude.
- Current driver's license
- A strong mechanical aptitude
- Able to follow directions and work independently or as part of a team.
- Pass a full medical including ongoing random drug & alcohol tests.
- Experience in the fire industry desired but not essential

### **Why Us:**

Be a part of making something big! We are not just building incredible, life-saving products, we are building a culture. From the manufacturing floor to the sales office, each and every employee here plays an important role in who we are as a company. We heavily invest in professional development because we know that we all grow stronger when we grow together. We value our employees, and this role will offer:

- Tool Allowance
- Permanent position
- Wellness rebate program
- Reward & Recognition program
- Access to our employee assistance program
- Complete a trade certification.



## Apprentice Technician

**Do you live and breathe cars? Check this out...**

We want someone who is crazy for cars to join us as an **Apprentice Technician**.

This is an amazing opportunity for the right person to work towards their Mechanical Trade Qualification with Australia's largest automotive network.

To be successful you'll need to:

Carry out vehicle repairs and/or maintenance as per the repair order

- Plan each job for maximum efficiency
- Repair and maintain in-line with Manufacturer and Dealership requirements
- Have strong communication and leadership skills

If you can prove you have a right to work in Australia, hold a current NSW Manual Driver's Licence, and have a positive attitude, let's talk about how you can turn what you love doing into a brilliant career.

### **Why we'd be great together:**

Yes, we've done well as a business – with over 300 dealerships across the country, we are Australia's largest automotive network. Truth is, our success is driven by our people.

We've all put in the hard yards to make Eagers Automotive a great place to work, and a business that people want to be part of. Here, everyone matters. Our people come from a diverse range of backgrounds with a variety of skills, talents, and dreams, however no one is more or less important than anyone else. Our shared vision, strong work ethic and our 'can-do' attitude makes us a well-oiled machine.

That's why when you join us, you'll be treated with courtesy and respect, but you'll also be challenged to use your skills, knowledge, experience, and initiative to drive our business ahead.

Of course, we'll do all we can to help you get ahead too. We'll make your role as interesting and rewarding as possible with a range of benefits, professional training, and development opportunities. Positions are awarded on merit, so this is the perfect place to grow your career in the auto industry.

And if all that wasn't enough, you can also take advantage of other benefits like discounted gym memberships, health insurance, vehicle purchasing and service discounts, and an excellent work/life balance. You're welcome!

If you like what you hear, look no further, apply now by completing the application form on our careers tab.



## Apprentice Motor Mechanic

### About Us

Tony White Group (TWG) is a prominent automotive retail group in Australia with a rich history spanning over 30 years. With a presence in more than 60 locations, we pride ourselves on employing over 2,500 dedicated professionals committed to ensuring satisfied customers and a thriving business. Our Klosters, Cardiff and Highway Motor Groups boast 17 dealerships across 10 vehicle makes, employing a team of 400+ individuals.

### About the Role

Are you passionate about cars and eager to kick-start your career in the automotive industry? Newcastle BMW currently has an opportunity for a Light Vehicle Mechanical Apprentice to join the team. At Newcastle BMW, we take pride in our 'fix it right first-time' culture, prioritising customer satisfaction and workshop efficiency.

### Responsibilities:

- Work alongside a team of skilled technicians to diagnose, service, and repair motor vehicles.
- Collaborate with experienced mentors who will guide and train you to excel in your role.
- Contribute to our 'can-do' culture and high-energy environment, driving towards team performance goals.

### What We Offer:

In recognition of your hard work and dedication, we offer a competitive remuneration package that includes a commission based on team performance.

### What You'll Need:

To be considered for this opportunity, you should:

- Possess a mechanical aptitude.
- Demonstrate a genuine interest in pursuing a rewarding career within the automotive industry.
- Hold a current driver's licence, including the ability to drive a manual.
- Exhibit a 'can-do' attitude, displaying enthusiasm and a proactive approach.
- Have strong communication and interpersonal skills, allowing you to thrive in a team-oriented environment.

### Highly Desirable:

Certificate II in Automotive.





## Diesel Mechanic Apprentice - Indigenous Identified

### The Opportunity

ANZ Veolia is looking for a motivated individual looking to start their career and to take on a mechanical apprenticeship (Certificate III heavy vehicle) across various Western Sydney sites. As an Apprentice, you will have the opportunity to be coached and mentored by our team, and set yourself up for life. This role would suit an enthusiastic, easy going and passionate individual who is keen to learn all aspects.

### Locations:

- **Raymond Terrace 2324**
- **Cameron Park 2285**

### What you'll need to be successful:

- Previous mechanical experience an advantage but not essential
- Full, unrestricted Australian working rights
- Willingness to learn and complete tertiary qualification in Heavy Commercial Vehicle Mechanical Technology
- Strong communication skills
- The ability to show initiative
- Safety minded
- Manual driving licence

Apply today with your resume and an indication of the opportunities that you would like to be considered for.

In conjunction with a Group Training Organisation, we will give you hands-on training and experience. You'll learn on the tools, as well as undertaking structured training and instruction, with the aim of making you one of the most sought after employees in the country today. Best of all, you'll earn on the job while you learn.



## Windscreen Fitter Apprenticeship

If you are looking for a long-term career path with a reputable employer who is 100 years old in 2024, then, look no further!

O'Brien Glass have an exciting opportunity for you to begin your new career within the Auto Glass industry by joining our Muswellbrook Service Centre as an Apprentice Windscreen Fitter!

If you love delivering a first-class customer experience, have an excellent work ethic, want to receive supportive on the job training and receive a full qualification, then this is the right career for you!

- This is on the job learning with a very supportive Team and Management
- Complete the Apprenticeship within 3-4 years and receive the full qualification from the Registered Training Organisation (RTO)
- You will be paid on competency and not on tenure: eg. you could be paid Level 5 after 2 years but not receive your certification.
- Willing to stay employed after you have completed your Apprenticeship.

### **What you'll be doing:**

- Undergo the O'Brien Cert III in Automotive Glazing through our O'Brien® Auto Technician Skills Development Program
- This program is designed to develop Auto Technician capabilities to the level required to repair and replace glass on any type of motor vehicle to Australian standards.
- Learn how to complete windscreen re-calibrations for Advanced Driver Assistance Systems (ADAS)
- Undertake glass chip repairs
- Deliver an excellent experience to our customers
- Deliver the service in a professional and timely manner

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

- Employees who are looking for long-term career opportunities
- Employees with a very strong work ethic
- Must be comfortable dealing with customers face to face and selling company products
- Have a true passion for delivering customer service excellence
- **MUST be able to drive Automatic and Manual vehicles!**
- Reliable, positive attitude and willingness to learn the trade
- Retail or automotive knowledge or experience is an advantage but not required.
- Strong attention to detail and accuracy
- A high level of self-awareness and desire for ongoing personal development
- Desire to succeed, with an energetic and enthusiastic approach.
- Demonstrates a commitment to achieve results and is positive in times of pressure.
- Good organisational & time management skills with the ability to prioritise conflicting tasks.
- Satisfactorily pass a pre-employment assessment including a drug and alcohol test



## Automotive Mechanic / Automotive Apprentice

Unique Opportunity has come Available to Join our Team at Triggs Motors!

Triggs Motors is a well-established reputable company with a rich history in the automotive industry dating back to 1945. It has been around for four generations, which is a testament to its longevity and success. Triggs Motors is a local and friendly mechanical workshop that caters to our community's automotive needs, on both modern, classic & vintage cars. This diversity and specialized expertise demonstrates our passion for everything automotive.

### Key Responsibilities:

- Carryout vehicle routine servicing and fault finding
- Carryout vehicle repairs, rebuilds, and diagnostic tests
- Provide excellent communication and teamwork skills
- Carryout registration inspections pink & blue slips - is desirable, not essential
- Report low workshop stock levels to maintain consistency
- Ability to prioritize and achieve deadlines professionally
- Provide exceptional customer service

### Qualifications & Skills:

- Fully qualified Motor Mechanic Trade Certificate
- Apprentice Motor Mechanic - (1st to 4th Year Welcome to apply!)
- Registration Inspection Ticket - is desirable, not essential
- Strong knowledge & experience of modern cars
- Current driver's license

If you have a passion for everything automotive, please send your resume to Email  
Address: [triggsmotors@gmail.com](mailto:triggsmotors@gmail.com)



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## Electrical Apprenticeships – 2nd | 3rd | 4th Year

Novaskill operates as a non-profit Group Training Organisation, collaborating with local businesses to provide a diverse array of Apprenticeships and Traineeships.

We welcome individuals ranging from students transitioning out of school to mature individuals seeking to enhance their skills or shift careers!

With a presence that spans 8 locations, our footprint extends from the vibrant Gold Coast in Queensland to the picturesque Central Coast in New South Wales. We're here to serve and support communities across these vast regions.

### **The Opportunity -**

Novaskill is currently partnered with a range of local businesses who are offering multiple Electrical Apprenticeships opportunities including on-the-job training with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

We're looking for 2nd | 3rd | 4th Years looking to continue their learning in a new environment!

You'll be finishing a Certificate III in Electrotechnology whilst gaining exposure to Solar, Domestic, Commercial & Industrial environments.

### **Role & Learnings -**

- Gaining an understanding and adhering to local and national electrical codes & regulations will be crucial, you'll learn how to ensure that electrical work meets safety and code requirements
  - Use of various testing equipment including multimeters to check voltage, current, and continuity which will contribute to ensuring electrical systems are working properly
  - You'll learn how to measure, cut, bend, and install conduit (metal or PVC pipes used to protect electrical wires) and assist in pulling and securing electrical wiring within the conduit
  - Following safety protocols and ensuring a safe work environment is critical. This includes using personal protective equipment (PPE) and maintaining a clean and organised work area
- You'll help install and maintain electrical systems, including wiring, lighting, outlets, switches, and circuit breaker panels



## 1st, 2nd & 3rd year Hairdressing Apprenticeship Opportunities

### **Kouture Hair Artistry**

We are a well-established Award winning, professional and friendly salon that prides itself in its beautiful atmosphere.

Do you want to work with a friendly, motivating team to help you grow in your career and as a person?

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

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

- **Any level of Apprentice, New and Existing.**
- A fun, Bubbly person who has a passion and love for the hair industry.
- Someone with a strong work ethic and takes pride in personal presentation.
- Reliable, punctual, honest and trustworthy.
- Confident, self-motivated and outgoing.

We understand not all people have experience or may not be on the level of on floor skills they require, we are here to grow you as a person in the hair industry!

### **We offer:**

- Above award wage\*
- A beautiful salon, with a warm and welcoming atmosphere.
- Friendly, talented and supportive team members. We are like a family!
- Ongoing training.
- Career path opportunities
- Great clientele.
- Knowledge and skills to grow your career.
- A long term Position in the salon.

### **Does this sounds like you?**

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



## Engineering Pre-Apprenticeship Program

### The Opportunity

This Engineering Pre-Apprenticeship Program provides you with a pathway into the Manufacturing Industry and is targeted towards participants wanting to commence an apprenticeship.

### Program Includes:

- No program costs
- A pathway to a future career
- Completion of four units of competency (over two weeks):
  1. Use engineering workshop machines
  2. Pull apart and re-assemble engineering mechanisms
  3. Use electric welding machines
  4. Use fabrication equipment
- Industry Immersion days/work experience (post completion of above units)
- On completion of program, participants are interviewed by MIGAS Recruitment and Employment Team for possible employment opportunities.

### Key Dates:

- Applications close Wednesday 10th April 2024

### Program Duration:

- 15th – 26th of April + Industry Site Tours/Work Experience

### Who Should Apply?

Individuals seeking an entry point into an apprenticeship, who are eager to learn, develop new skills, and possess a motivated, positive attitude, including those who have been unsuccessful in previous apprenticeship applications

### How to Apply:

Submit your current resume and a cover letter stating why you want to complete this program.

### ABOUT MIGAS

MIGAS Apprentices & Trainees has been operating in Australia since 1988 and has a long history of providing quality employment options.



## Electrician Apprentice 1st Year

NCE Projects is a growing Electrical contracting company that only carry's out new construction work of residential townhouses and high rise apartments in Newcastle area.

The opportunity is for a 1st year apprentice but will consider others for the position. You will have the opportunity to learn and gain experience in the electrical trade leading to a fully qualified electrician at the end of your 4 year apprenticeship. You will be required to invest in essential tools for the trade, have a white card, transport and a drivers licence.

Your task and responsibility's initially will be learning the basics and safety of the trade, but will progress to basic operation of hand and powered tools along with keeping work areas neat and tidy and assisting tradesmen where needed.

The right candidate will be motivated and passionate about learning the trade.

We will also consider 2nd year electrical apprentices.

## Apprentice Plumber

Looking for an enthusiastic apprentice or tradesmen plumber to join the team of a small well established Plumbing company established 15 years ago.

The core work is small commercial shopping centre construction plumbing and other general Plumbing and maintenance making up the rest throughout Newcastle, Maitland and the Hunter Valley.

Previous experience would be an advantage however fresh start 1st year apprentices will also be highly regarded and mature age applicants are encouraged to apply.

Well above award wages paid for the right applicant.

Applicants must be punctual, present well, communicate well, hard working, willing to pass drug and alcohol test.

15th April 2024

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## Apprenticeship

### 1st Year Apprentice Carpenter

NJG Constructions are on the hunt for a new Apprentice Carpenter!

\*Do you want a job where you learn from some of the best tradies and love coming to work?

\*Do you want a great place to work where you have plenty of scope to learn, have fun and work on interesting projects?

This role can be perfect for you...if you have got what it takes!

Please read the full ad and only apply if you meet the requirements

What we offer:

- A team of qualified carpenters who are there to support and train you.
- 4 day week throughout spring and summer.
- No on-call. Weekends are all yours!
- Christmas and New Years off to spend with family and friends.
- A boss and team that looks after you.
- Company culture that means you'll love coming to work every day.
- Incentive scheme and environment that encourages excellence.
- Career progression opportunities.
- Team fun days.

We are looking for someone committed to the role long term and who is willing to grow with the company.

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

- A can do attitude.
- Ensure your own appearance is tidy
- Conduct a helpful and polite manner with other staff, sub contractors and clients.
- Valid driver's license.
- White Card.
- Literacy, Computer, Smartphone.
- A great attitude and adaptable mind-set.
- Honesty and reliability.
- Great communication skills to liaise with team, customers, other trades and organisations.

If you want to be part of a progressive and growing business that ensures variety and support, then apply by emailing your CV and a short paragraph about why you are the best applicant for the role to [admin@njgconstructions.com](mailto:admin@njgconstructions.com).

Find us at [www.njgconstructions.com](http://www.njgconstructions.com)

Applicants for this position should have Australian residency or a valid Australian work visa.



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## **Apprenticeship**

### **Landscape Construction Apprentice**

Apprenticeship Careers Australia is a national Group Training Organisation that supports people to connect to a trade or vocational qualification where they are paid to work and obtain a nationally accredited qualification.

#### **The Role**

We are looking for a hardworking and enthusiastic individual to join the team as a 2nd year Apprentice on a full time basis. You will be working on a variety of services from structural landscaping, garden work, paving & decorative concreting.

Working within a team of qualified tradespeople and apprentices you will learn how to care for, maintain and develop the grounds of customer sites using professional turf management and irrigation techniques.

The right person will be punctual, a motivated team player, professional, and honest. Enjoy getting their hands dirty, solving problems, working up a sweat and having some fun at the same time.

#### **Essential to your success:**

- A NSW White Card or willing to obtain
- Strong safety awareness
- Attention to detail, tidy and respectful of property
- Positive attitude, Self-motivated and hard-working
- Ability to work well within the team and build relationships
- Verbal and written communication to liaise with clients in a professional manner
- Reliable transport and current NSW driver's license
- Must be willing to commit to complete a Certificate III in Landscaping Construction - AHC30921

#### **Desirable to your success:**

- A manual drivers licence

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## Apprenticeship

### Air-Conditioning/Refrigeration Apprentice - Newcastle NSW

TVH is experiencing exciting growth due to new contracts. We are heavily focused on training and development of apprentices and supporting the growth of the mechanical industry. 1st - 4th year apprentices are strongly encouraged to apply. Position based out of Newcastle.

#### About Us:

TVH is Australia's leading National Mechanical, Electrical, Fire, Hydraulic and General Maintenance Service provider. We employ 400+ people nationally to ensure we provide a competitive and quality service to our customer base.

#### About You:

- A positive attitude, flexibility, and willingness to develop skills
- A strong focus and commitment towards OH&S in the workplace
- Excellent time management skills
- Great communication skills
- A current and valid Australian Drivers Licence
- Additional TAFE subjects highly regarded

You must be able to pass a national police check, a working with children check, also complete and pass in full a pre-employment medical including drug and alcohol screening.

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

- Uniforms and PPE
- Great team environment
- Ongoing training
- Ongoing employment opportunities and career advancement
- **A great career ahead of you!**

For further information, please contact our NSW Newcastle Area Manager, Craig Rogers ([crogers@tvhs.com.au](mailto:crogers@tvhs.com.au))

If this sounds like you, **APPLY NOW** and experience the collaborative, positive and diverse workforce at TVH.

Suitably qualified Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

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## Apprenticeship

### 1st year Apprentice Air Conditioning & Refrigeration Mechanic & Electrician

Newage Air Conditioning has been trading in Newcastle since 1998, we are looking for a 1st Year Apprentice in both:

- Air Conditioning & Refrigeration Mechanic
- Electrician

The successful applicant will be required to have to following:

Current Drivers Licence & own transport (will need to attend tafe)

Good work ethics & willingness to learn

Excellent grades for Maths & English

To apply for either apprenticeship, please send a copy of your resume with cover letter to [admin@newageair.com.au](mailto:admin@newageair.com.au), any questions please call

[02 4956 5888](tel:0249565888).

### 2x Apprentice Mechanics Needed in Cessnock

#### ABOUT THE ROLE

You will be joining and contributing to a dynamic team of skilled technicians and you will be an important part of the Express Lube team.

Paid to learn a trade and gain your qualifications. Learning to work on all makes and models.

The role will have you in the workshop working on vehicles and working closely with the workshop Foreman.

#### SOME OF THE SPECIFICS

- The location is at our Cessnock store
  - Ensuring consistent quality controls on all work completed.
  - Store Hours: Monday to Friday 7.30am - 5.00pm, every 2nd Saturday 7.30am - 12.30pm
- If you are successful, as a part of our Express Lube family, you'll be a part of a unique team with a great community spirit and business that's growing fast!

We offer ongoing training and support to help you develop and grow your career with us combined with a strong work life balance and a great team environment.

#### A BIT ABOUT YOU

Some things we'll look for in you:

- A desire to work in the automotive trade industry
  - Eager to learn the trade from Mechanics
  - Able to follow directions
  - A vibrant personality with enthusiasm to learn.
- Ability to complete and work with training organisation for theory component of apprenticeship

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**Apprenticeship**

## Apprentice Heavy Vehicle Mechanic

We are currently looking for a Heavy Vehicle Apprentice to join our Newcastle Workshop. As an Apprentice, your primary objective is to actively participate in an apprenticeship program under the guidance of experienced technicians and mentors. This involves learning and mastering the fundamental principles of heavy vehicle mechanics, such as diagnosing mechanical issues, conducting routine inspections, performing scheduled maintenance tasks and utilising diagnostic tools and equipment effectively.

### **The Opportunity:**

- Work towards and complete a Cert III Heavy Vehicle Mechanical Technology - actively participate in training programs, workshops and educational opportunities enhance technical skills, expand knowledge and progress towards becoming a qualified Heavy Vehicle Mechanic.
- Full-time Permanent Position | Monday to Friday.
- Support technicians in performing routine maintenance tasks such as oil changes, filter replacements, tyre rotations and lubrication to ensure vehicles are operating efficiently.
- Diagnose and troubleshoot issues whilst learning technical skills.
- Maintain cleanliness and organisations along with adhering to safety procedures and guidelines.

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

- A willingness to undertake the formal training requirements of this role.
- A person who appreciates and enhances a good work-culture, and displays exemplary ethics.
- A genuine interest in the heavy vehicle mechanical trade with a commitment to completing apprenticeship.

Eager to learn, develop and grow in their trade, with long term employment prospects beyond your apprenticeship.

### **Benefits:**

- Wide variety of modern fleet & specialised equipment with full size service pit.
- Uniforms supplied & professionally laundered.
- Workplace Benefits Program providing discounts to many major retailers.
- Health Fund discounts for single or family cover.
- Free access to our Employee Assistance Program, Mental Wellbeing Program and Workplace Banking Program.
- Recognition programs where you are rewarded for your contribution to the business.

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**Apprenticeship**



## Apprentice Painter

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

We believe that everyone can take up a career as a painter and an apprenticeship will ensure you receive formal training and hands-on experience in a supportive environment to succeed in the role.

### **Who are we**

Programmed Property Services is a leading provider of painting, signage and grounds maintenance services across a multitude of industries. Working with Programmed Property Services means you will become part of the Programmed family: a company that encourages career development, supports flexibility and cares about your personal wellbeing and safety.

### **The Role**

Due to continued growth we are looking for hardworking and enthusiastic person to join our team as a 1st year Apprentice Painter. Our painting work takes us to many interesting commercial sites and projects.

Working closely with a team of qualified painters, a project and branch manager and even other apprentices you will learn all facets of painting whilst being provided with a safe working environment.

Your week will incorporate learning the trade at Tafe and receiving hands-on experience on a customer site.

We will invest in you over the four-year apprenticeship so you can continue your career with us as a qualified painter and provide you with the opportunities to progress to be team leader or even a project manager or branch manager.

An apprenticeship can open up a world of possibilities.



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## Apprentice Tyre Technician

### POSITION AVAILABLE NOW

Newcastle Tyrepower has an exciting new roles available for Apprentice Tyre Technician. Newcastle Tyrepower is a family owned and operated business which is built on trust and integrity. We are proud in what we do and value our customers experience whilst ensuring safety is priority. We are looking for a motivated and passionate individual to join our existing friendly team.

### Key Duties:

#### *Apprentice Tyre Technician*

- Young, motivated individual looking to complete their Certificate 1 in Automotive Tyre Servicing Technology
- Willingness to learn from current experienced Tyre Technician's
- Perform repairs, maintenance, and diagnostics on customer tyres and vehicles
- Identifying faults relating to vehicle stability and tyre wear.
- Safely Operating hoist and conducting road tests as required.
- General workshop maintenance and assistance with tyre fitting duties

### About you

- Technical/Automotive knowledge and willingness to commence relevant qualifications
- Passion for cars!
- You can work cooperatively in a team environment, but also confidently when unsupervised
- Willingness to learn from senior peers
- Knowledge and compliance of work health and safety practices
- Australian driver's licence (Required)
- Must be able to work Saturdays as required

### What we offer

- Full-time committed hours with competitive above award salary plus overtime
- Penalty rates apply to Saturday work
- Exclusive staff discounts on all our products and services
- Reward and recognition for your hard work
- Opportunity to work in a friendly, clean and well-equipped workshop whilst being surrounded by supportive and encouraging employees

Please submit your resume to [newcastle@tyrepower.com.au](mailto:newcastle@tyrepower.com.au)

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## Expressions of Interest | Apprenticeship Program 2025 | NSW Energy Coal

We are seeking expressions of interest for motivated and passionate people for our 2025 Apprenticeship Program in Maintenance at Mount Arthur Coal - BHP New South Wales Operations. We are offering a number of apprenticeship positions available in Muswellbrook commencing in December 2024.

Official advertisement will open on 29th April 2024. Communication and an application link will be emailed to you on this date.

In undertaking this 4 year Apprenticeship you can expect hands on industry-lead training and mentoring by BHP's talented workforce, first-rate working conditions, TAFE course enrolment, and a globally recognised qualification in your chosen trade on successful completion.

Embracing inclusion and diversity to create a vibrant culture that represents the communities in which we live, BHP is focused on high performance, safety, team work, strong Indigenous participation and gender balance.

Nationally Accredited Trades Certificates being offered may include:

- Electrical (Certificate III in Electrotechnology Electrician)
- Mechanical Fitting (Certificate III in Mobile Plant Technology)

What can BHP offer you?

- Hands on training with an Industry Leader
- Nationally accredited trade certificate in your chosen field including TAFE course enrolment
- Skills & experience to gain a career in the above trade industries
- Working as part of a collaborative & supportive environment
- Competitive remuneration package and employee benefits
- First-rate working conditions and development opportunities
- On the completion of your trade, potential opportunities for development across other sites Australia wide.

As these roles are residential, apprentices will be required to live within a safe distance from our mine site, aligned with our fatigue management policies. Please note accommodation and travel is not provided for these positions.

Supporting a diverse workforce

The size and magnitude of our business not only provides significant opportunity for professional development, but also attractive salary packages with performance based bonuses and a unique BHP employee share program.

At BHP, we recognise that we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Indigenous people.

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

15th April 2024

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## Apprenticeship

### Apprentice Light Vehicle Mechanic

#### The Opportunity -

Novaskill is currently partnered with Di Prinzio Concreting to offer a Light Vehicle Mechanic Apprenticeship, including training & ongoing mentoring from a welcoming team there to support your career building.

We're looking for those looking to start their traineeship!

You'll be completing a nationally recognised Certificate III in Light Vehicle Mechanical Technology whilst gaining experience & developing relationships in the Automotive & Vehicle Industry.

#### The Role will include –

- Conducting all facets of preventative maintenance and repair of light vehicles including brakes, steering, suspension etc
- Ensure maximum asset availability
- Ensure Asset complies with company, client site Standards

#### Learnings -

- Service body control and vehicle communication systems
- Diagnose issues with engine, steering, suspension, driveline, fuel, cooling, ignition, or brakes systems
- Repair vehicle components and systems
- Jump-start vehicles
- Use a variety of automotive tools and equipment
- Follow Work Health & Safety (WHS) procedures

#### Outcomes –

- Experience using automotive tools and equipment
- Techniques to service, diagnose and repair vehicles
- Exposure to working in real and simulated mechanical workshops
- The ability to apply for your motor vehicle tradesperson certificate
- A strong pathway to continue your study and enhance your career opportunities

#### Apprenticeship Suitability Recommendations –

To succeed in this apprenticeship, we recommend you have –

- Good hand-eye coordination
- An interest in learning how components and systems work on a vehicle
- A basic level of physical fitness
- Language, Literacy and Numeracy (LLN) at a Year 10 high school level
- Ability to work well as part of a team
- Commitment to safety

# Youth Links



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## Apprenticeship

### Roof plumbing apprentice

CGR Pty Ltd is a local roofing company with over 12 years' experience working in Newcastle, The Hunter and Central Coast areas. We are looking for an apprentice (at any level) to join our team for an immediate start.

Requirements:

- White Card
- Driver's licence and own vehicle
- Working at heights (preferred)
- Own tools (preferred)
- Previous job site experience (preferred)

We look forward to hearing from you.

Note: Only successful applicants will be notified

### Plumbers and Apprentice's

#### About the business and the role

Academy Plumbing has been operating for 50+ years specialising in units, commercial and major works contracts. The business is renowned for being a fast paced, hard working team located in the Newcastle area. We are currently looking for plumbers and apprentices to join our team with an immediate start.

#### Job tasks and responsibilities

The applicants must be able to work flexibly among a team and individually. Knowledge of the general plumbing trade is required, applicants must have their own general tools.

#### Skills and experience

- Sound knowledge of plumbing
- General plumbing tools required
- The ability to work both with a team and individually unsupervised
- Holder of a white card

### 1st Year Apprenticeship Opportunity

Due to an increased workload we are looking for a 1st year Apprentice Plumber to join our team.

#### What you can expect to receive

- Work in a highly organised and efficient workplace using state of the art tools and equipment
- Be part of the growth of an emerging business forging your position as a highly effective and knowledgeable leader within that team
- A solid and consistent flow of work in varied industries including commercial, lifestyle and holiday parks, and private residential.
- Ongoing training & support

Requirements:

- White Card
- Willingness to work quickly with guidance from your supervisor
- An excellent work ethic and attention to detail
- Problem solving skills



## Dump Truck Traineeship

### Dump Truck Traineeship

- Entry Level Mining Position at Mangoola Coal
- Complete a Nationally recognised Certificate III In Surface Extraction
- Permanent Positions

### About the Role

Do you have enthusiasm, a commitment to safety and want to improve your career options?

We are seeking applicants who would like to undertake a Dump Truck Traineeship program, working a rotating lifestyle roster (5/4 4/5) working Day and Night Shifts.

To be a member of our team, you will have a high regard for the value of teamwork, a strong work ethic to ensure all goals of the client are met, by acting with honesty and integrity. You will need to demonstrate you are the type of person who will take personal accountability and responsibility for your actions.

### What you will Need

- A strong work history with contactable references
- Full C Class Drivers Licence and can confidently drive manual
- Residential address located within 1hrs drive of the mine site
- Ability to complete an Order 43 Medical and Drug and Alcohol testing

### What you will be doing

- Operating Dump Trucks in a safe manner
- Working both Day & Night shifts, including Weekends
- 12.33hr shifts across a Lifestyle Roster 5/4/4/5
- You will meet KPI targets within the coal production environment
- Due to the high demand of applications, only those progressing to the next stage of the Recruitment Process will be contacted in the coming weeks.

### About WorkPac

WorkPac is Australia's leading, privately owned recruitment provider to the mining, construction, engineering, light industrial and healthcare sectors. We are proud to partner with some of the country's leading companies to deliver rewarding permanent, contract, temporary and traineeship recruitment opportunities.

### Apply Now

Click on the Apply button or for more information please contact:

Recruiter Name: Chiara Dagg

Position: Recruitment Coordinator

Contact Number: [02 6571 8908](tel:0265718908)

Job Reference Number: 7220J[20246985](#)





## Warehouse Trainee

### Warehouse Trainee

- Monday to Friday roster with Day Shift only
- 9 hours per day
- Hunter Valley mine site exposure
- Pay raise in the second year of your traineeship

### About the Role

Do you have enthusiasm, a commitment to safety and want to improve your career options?

Our client is looking for a reliable and committed person to undertake a fully funded CERT III In Supply Chain Operations (Warehousing) at their Hunter Valley mine site. Get to learn all aspects of Warehousing and distribution and paid as you learn.

Complete TAFE modules online and be trained by the best on site. You will be working with a company that has a Great Team Culture.

### What you will be doing:

- Day to day duties include but not limited to pick packing, stock control and inventory
- Undertake a 2-year traineeship and complete CERT III In Supply Chain Operations (Warehousing)

### What you will need:

- Current Drivers Licence and can confidently drive manual
- Residential address located within 60km of Singleton
- Order 43 Medical and Drug/Alcohol Test or willing to complete
- Provide 2 current workplace references
- Forklift (desirable)

### About WorkPac

WorkPac is Australia's largest privately owned workforce services business with over 1.3 million registered candidates. We offer tailored solutions in recruitment, skills and career development across Mining, Construction, Healthcare and more. Our consistent promise to both candidates and clients is that choosing WorkPac is always a Good Move.

### Apply Now

Click on the Apply button or for more information please contact:

Samantha Jones - Recruitment Coordinator

Contact number: [02 6571 8974](tel:0265718974)

Reference number: 7220J[20235379](#)

15th April 2024

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**Traineeship**



## Store Person Hydraulic Seals - Traineeship (Newcastle NSW)

### The Role

We have an exciting opportunity for you to gain a qualification whilst working full time and to establish a career path with us as a first year Trainee Store Person - Certificate 3 in Supply Chain Operations (Warehousing Operations) and join our Newcastle (Beresfield) team. This newly created role will enable us to keep up with our future strategic growth plans and keep up with the continued ongoing demand from our customers. You will learn a broad range of skills and the key purpose of the role is to organise and process the picking and packing of products to maximise the efficiency of deliveries and convenience to customers. You will receive continuous support and mentoring throughout your Traineeship and your responsibilities will include all aspects of the warehousing process, including:

- Accurately measuring goods during the receiving and shipping of products process
- Unpacking shipments
- Stock allocation
- Picking and packing orders prepared by sales team
- Processing internal stock transfers
- Performing Stocktakes
- Ensuring safe work practices are followed
- Maintaining general upkeep of warehouse
- Arranging freight

### Experience

- Previous relevant experience in Retail, Warehousing and/or experience working with Hydraulic Seals would be an advantage, however extensive job training via a Traineeship and on the job mentoring will also be provided.
- We are also open to recent school leavers seeking a qualification and career
- Able to measure using stock using vernier callipers is an advantage
- Basic computer skills

### Requirements

- Highly organised
- Customer focused and enthusiastic about work
- Effective communication and problem-solving skills
- Determination to achieve positive outcomes
- Able to prioritize tasks with effective time management
- Accuracy and attention to detail
- Self-motivated and able to work well unsupervised
- A positive "can do" attitude and able to follow instructions

# Youth Links

15th April 2024

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**Traineeship**



## Real Estate Agent Traineeship/Agent Support

We are looking for our next team member that would love to learn the craft of real estate from some of the best in the industry.

This starting position would see you doing the aspects of a junior / entry level position with the role evolving to more sales based activities as you met benchmarks and master tasks.

To begin this position will

- deliver contracts to solicitors
- erect and collect for lease signs
- run daily errands for departments
- assist with daily office organization and presentation
- assist agents with daily promotion and marketing around listings and sold properties
- opportunity to complete a Cert 4 in Property Services

You must be

- Reliable
- Self motivated
- Organized
- Have exceptional time management skills
- Able to work autonomously
- Have an excellent driving record
- Able to drive a manual vehicle with a current drivers license
- Open to learn, develop and grow

For further information regarding this position please contact [chloec@loverealty.com.au](mailto:chloec@loverealty.com.au)



## Warehousing Traineeship

### • Who we are

As a nationally recognised training organisation, Programmed Training Services helps you become fully qualified by offering a range of apprenticeship and traineeship opportunities

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

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

### What we are looking for

Programmed in conjunction with a Hunter Valley mine are currently seeking candidates wanting to pursue a Warehousing career. This is a 2-year traineeship arrangement. The store is the Hub of the mine site and is a very busy environment.

The Hunter Valley mine is located 20mins west of Singleton.

### This traineeship will suit an individual who is.

#### Safety Focused

- Highly motivated and a self-starter
- Hard working, flexible and reliable
- Ability to work in a fast paced demanding and high-pressured environment.
- Team Player
- Ability to problem solve.
- Basic computer skills
- Ability to lift up to 15kgs.
- Forklift license would be desirable but not essential.
- Driver's License is Mandatory



## Indigenous Business Traineeship - Maitland

### About You

Are you seeking a new opportunity? We are seeking a down to earth individual who has a demonstrated hands-on approach, be able to think on their feet and enjoy working in a fast-paced environment.

You will have strong interpersonal and relationship building skills and a strong willingness to learn.

This is an identified position and the person performing the role must be of Aboriginal and /or Torres Strait Islander descent.

Other required attributes include:

- Written and verbal communication skills
- Experience with Microsoft Office Suite
- Be reliable and have a commitment to fulfil the position
- Commitment to complete a 12-month Business Traineeship
- Highly motivated individual
- Willingness to learn

You will have (or be prepared to obtain) a NSW Working With Children Check and National Criminal History Check.

### About Us

Joblink Plus is a for-purpose, not-for-profit organisation providing employment services and vocational training. We deliver to over 80 communities across rural and regional NSW, covering around 70% of the state, delivering a range of Workforce Australia programs including Transition to Work, and employment services to the general community as well as being the Indigenous and Ex-Offender specialist provider. We also deliver Disability Employment Services along with Employability Skills Training and Parents Next. We support communities through direct contributions, social enterprises whilst partnering with a range of organisations with shared values our purpose is to believe and provide support to all people, connecting them to the dignity and fulfillment made possible through education and meaningful work.

Our purpose is to believe in and provide support to all people, connecting them to the dignity and fulfillment made possible through education and meaningful work.

Joblink Plus is proud to work within the frameworks of Trauma Informed Practice, Ethical Values and has a commitment to Reconciliation.

### About the Role

As a member of the Joblink Plus Team, this role will see you provide administrative support and carry out general office and reception duties. You will support the Joblink Plus team through clear communication and delivering exceptional customer service, prioritising tasks and managing workflow to meet deadlines.

As a Joblink Plus Business Trainee you will be working full time hours Monday-Friday while completing a Certificate III in Business and be given time at work to focus on your studies.



## Childcare Traineeship - Certificate III

**The Hub: Preschool & Early Education Academy** is locally owned and operated Early Education services across Newcastle and The Hunter Region.

Our services are located in Mayfield, Sandgate, Waratah, Rutherford and Elernmore Vale.

We are currently offering Cert 111 Traineeships to the right applicants.

Our offer to you includes a workplace that values its educators and provides incentives that recognize your value to us .

### **What The Hub can offer?**

- Birthday Leave- A paid day of leave to celebrate your birthday
- Referral Incentive- of a \$500 gift card as a thank you when you refer an educator who has been recruited and successfully completed their probationary period
- Access to free flu shots to those interested
- Access to paid professional development training allowing you the opportunity to grow your skills and professional knowledge
- Paid First Aid, CPR and Child Protection refresher training
- Annual shutdown over Christmas and the New Year so that you can rest, relax and enjoy time with family

We provide opportunities for you to grow professionally with our inhouse mentors to support you while in training.

Our Educators must be passionate about achieving quality outcomes for children and their families. You must be highly motivated and enthusiastic to learn. If you would like to work in a locally owned and operated Early Education organisation where the owners value and appreciate their staff, then the Hub is for you!

### **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 demeanor





## Business Administration Trainee

Are you looking for an exciting start to your career?

We have the role for you! We are looking for an enthusiastic, happy team member to join us as our new Trainee Administration Assistant, a great opportunity to kick start your admin career while completing a Business Administration Traineeship.

About the role:

Answer & direct incoming phone calls

Greet clients, visitors & suppliers

Scheduling quotes and jobs in our jobs system

Assisting our senior administration staff

General administration duties

Learn valuable administration skills while completing your traineeship

Full-time position in a fast paced environment

About you:

Be confident & professional on the phone

Well organised, conscientious, trustworthy & reliable employee

The ability to plan and organise with attention to detail

Enjoy providing support to a team, with the ability to follow direction and be a part of our team

A positive, friendly, and helpful attitude

Enjoy working in a fast-paced environment with a busy team

Ability to manage multiple tasks which have competing demands

Your skills:

Basic experience and knowledge of computer software packages including Microsoft Office Outlook / Excel / Word

Spelling & grammar superstar

Fantastic communication skills



## Business Administration Trainee

You will complete a [Certificate III Business Administration](#) qualification over 12 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience through HVTC with our Host Employer, Aust. Drilling Systems Engineering.

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

- Perform daily tasks including data entry, filing, expense claim processing, credit card processing, and assistance with accounts payable.
- Provide office management support and administrative assistance to management personnel.
- Work collaboratively with the team to ensure smooth operations and meet deadlines.
- Assist with various tasks at our Kurri Kurri workshop as needed.
- You will be using software such as MYOB, XERO, and Microsoft products for your day-to-day tasks. Training will be provided as needed to ensure proficiency with these tools.

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

- Time management and organizational skills.
- A willingness to learn and adapt to new tasks and challenges.
- A proactive and can-do attitude.
- Attention to detail and accuracy in work.
- Ability to follow instructions and work effectively in a team.
- Capability to work independently and meet deadlines.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) is desirable.
- Strong communication skills, both written and verbal.



## Indigenous Traineeship in Mining Logistics and Warehousing

### **Traineeship in Mining Logistics and Warehousing - This is an Aboriginal and/or Torres Strait Islander Identified Role**

This exciting traineeship opportunity in Logistics and Warehousing will allow you to learn on the job and gain a Certificate III in Supply Chain Operations. Our client is one of the largest Mining Contractors in the country and require someone to join their team in Muswellbrook. This role will keep you engaged with something different every day and the opportunity to progress within the company post the traineeship.

#### **About the Role**

- Complete a Certificate III in Supply Chain Operations (2-year traineeship).
- This is a full time, permanent role with a pay rate of \$31-35 per hour with leave entitlements and relevant loadings.
- Hours: Monday to Friday will be a minimum of 9-hour days and when on a roster, this will increase up to 12-hour shifts.

#### Duties will include:

- Ensure that the store is run in a professional manner that provides an efficient service to the mine.
- Support the Workshop through the accurate issuing of parts, delivery and or advice to the Supervisors of urgent parts arrivals.
- Raise requisitions to increase stock levels as identified to reduce delays in delivery times.
- Maintain accurate delivery receipting system and information storage.
- Assist procurement with the purchase of plant spare parts and materials.
- Manage Inward and Outward deliveries.
- Complete weekly stock level counts.
- Weekly generation of the refill items for the vendor managed areas.
- Gain a strong understanding of relevant costs to Stores & Inventory Management to assist in achieving optimal outcomes for the project.
- Take initiatives to look for better ways to meet and improve the Stores operations.

#### **About You**

- Live local to the Muswellbrook region or be willing to re-locate
- Identify as Aboriginal and/or Torres Strait Islander
- Females are encouraged to apply
- Have Driving Licence (mandatory)
- Hold a current or able to pass an Order 43 Pre-employment Medical and Drug & Alcohol Testing
- Safety focused at all times
- Positive can-do attitude
- Self-starter and go getter
- Be able to troubleshoot

15th April 2024

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**Traineeship**



## Warehousing Trainee

### **The Opportunity -**

Novaskill is currently partnered a local business to offer a Warehousing Traineeship, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their career!

You'll be completing a nationally recognised Certificate III in Supply Chain Operations whilst gaining experience & developing relationships in the Warehousing Industry.

### **Learnings -**

- Move and relocate materials safely
- Assess the risks involved with relocating loads
- Plan and relocate materials and goods without damage
- Understand the chain of responsibility
- Ensure transport activities are completed safely
- Complete safety documentation

### **Outcomes –**

- A nationally recognised qualification at Certificate III level
- The confidence to complete safety documentation
- Techniques to safely lift and handle goods or materials
- Experience reading and following instructions and procedures
- Strong pathways to continue your studies and enhance your career opportunities

### **Apprenticeship Suitability Recommendations –**

To succeed in this apprenticeship, we recommend you have –

- Commitment to working hard and giving it your all
- A reasonable level of physical fitness to undertake manual handling
- Ability to work well as part of a team
- Commitment to safety

### **About You -**

- Act with honest and integrity
- Proactive approach
- Demonstrated commitment to completing your study whilst balancing working
- Have time management, attention to detail, and good communication
- Willing to work hard and complete the job

15th April 2024

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## Finance Traineeship

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 HVTC.

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

- Provide support across various finance department functions, including accounts receivable, accounts payable, payroll, accounting, and student administration.
- Manage debtors by handling debt collection, analysing reports, and generating statements.
- Coordinate creditor invoicing, payments, and allocations to general ledger accounts.
- Facilitate the onboarding process for new employees in our payroll system, and handle payroll processing along with weekly/monthly reporting.
- Assist with various accounting tasks such as journal entries, maintaining general ledger tables, and forecasting cash flow.
- Aid in processing student claims and reimbursements.

Fulfill other duties within the scope of trainee skills, competence, and ability as required by HVTC.

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

- Display a proven interest in Accounting and Finance.
- Possess proficient computer skills, including prior experience with the Microsoft Office Suite.
- Demonstrate outstanding written and verbal communication abilities.
- Exhibit the capacity to collaborate effectively within a team environment.
- Show dedication to both on the job and off the job training.
- Maintain confidentiality with sensitive information.
- Showcase strong mathematical aptitude and capabilities.

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

Being a HVTC apprentice opens the door to working for industry leaders via our key connections with major local employers. Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; become qualified without getting yourself into debt and actually earn an income!

15th April 2024

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## Trainee Tyre Fitter

**Trainee Tyre Fitters - Earn while you learn! No experience Required**

**At Otraco we are committed to diversity and inclusion. if you are interested in a career in Mining with Otraco then we will provide on the job training for you.**

We strongly encourage applications from indigenous, female, and local candidates, that can then **Forge a new career in the tyre technology field with a global market leader.**

Otraco International Pty Ltd is the world's leading provider of earthmover and off-road tyre management services to the mining industry. Operating for over 50 years, our world-class credentials are based on a proven ability to reduce the cost of earthmover tyre operation for major miners, whilst maximising production and enhancing safety.

Currently, our industry leading training centre is seeking Trainees who are looking to join a diverse trusted brand which value our employees and above all safety. We aim to create a positive working environment across our international support network which is the driver behind our innovation and continuous improvement.

### **THE ROLE**

As a Trainee, your program starts with a fully paid, industry-leading, theory-based course conducted in one of our in-house training facilities. This includes our tailored mine site readiness program in Sinleton for the initial 4 weeks. After completion, you will be guaranteed a role at one of our many mine sites nationally where you will continue your on-the-job training. The rosters vary, though generally are family friendly. You will receive guaranteed generous wage increases at each stage of training milestones and development.

### **WHAT YOU WILL LEARN**

- How to fit, remove and perform maintenance on wheels on any type of vehicle
- Perform inspections and determine the suitability of wheel components
- Enter data and record information into our Otracom tyre management database
- Maintain pressures and quality in accordance with site specifications
- Uphold our commitment to provide a high level of service to our clients

To be considered for this role please select only one of the following options to apply; Click on the apply link below or contact Recruitment on [08 6274 7246](tel:0862747246)



15th April 2024

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**Traineeship**



## Trainee Educator

### About us

Are you passionate about making a difference in the lives of children? Cessnock Kids Preschool and Early Learning Centre is a beautiful, custom-fitted Early Childhood Education and Care Service catering for children aged 6 weeks to 6 years, right in the heart of Cessnock.

We are proudly independently owned and family run, with a strong commitment to collaborative leadership and management. With over 40 years experience in Early Childhood Education and Care our Management Team holds a wealth of knowledge in designing the ultimate environments and leading programs for children's learning, leisure and fun.

We are passionate about providing excellence in early childhood care and education in a safe, nurturing and welcoming environment in which children are fostered to become happy individuals that can positively contribute to their community and the greater society.

Cessnock Kids Preschool & Early Learning Centre is seeking dedicated individuals to join our team as Trainee's in Certificate III in Early Childhood Education and Care.

### Responsibilities:

- Assist in the implementation of a high-quality educational program for children
- Support the daily routines and activities within the centre
- Build positive relationships with children, families, and colleagues
- Follow health, safety, and hygiene procedures
- Engage in ongoing professional development and training

### Requirements:

- Genuine interest in working with children
- Strong communication and interpersonal skills
- Ability to work effectively in a team environment
- Willingness to learn and grow in the field of early childhood education and care
- A caring, kind & nurturing nature
- Working With Children Check or willingness to obtain
- Able to work early mornings/late shifts on a roster basis

### Benefits

- Mentoring and support to develop your skills and career in early childhood education
- Opportunity to work in a dynamic and nurturing environment
- Christmas Closure - two weeks
- Child Care Discounts
- First Aid and CPR paid for
- Free Uniform
- Ability to grow within the service



## Condition Monitoring Technician Traineeship

### **About Bureau Veritas Australia:**

Bureau Veritas is a global leader in Testing, Inspection and Certification services. Founded in 1828, the group has in excess of 82,000 employees in 1,400 sites located in 140 countries. In the Pacific Zone, our Asset Integrity and Reliability Services business provides these services to our clients throughout the lifecycle of their asset, whether it be for large-scale resource projects or to established industrial facilities. Joining our team means joining a company that values innovation, collaboration, and professional growth

### **The role**

We want motivated and enthusiastic school leavers and graduates to join our Condition Monitoring Technician Traineeship Program in 2024. You will gain practical 'in field' experience in Condition Monitoring methodologies, whilst undertaking studies in Engineering at Certificate (first 12 months) or Advanced Diploma (where required) levels.

Trainees that successfully complete the Certificate III and meet the technical and non-technical requirements have the opportunity to complete an Advanced Diploma of Engineering (Mechanical) and advanced Condition Monitoring qualifications. This will then enable you to work by yourself as a Condition Monitoring Technician within our business.

All qualifications and training expenses are fully funded by Bureau Veritas.

### **What's needed?**

Ideally you will have previous experience and/or the following skillsets:

- Year 12 and pass marks in Maths, English and Science;
- Commenced a mechanical trade certification
- Mechanical aptitude or an interest in how mechanical things work
- A "can do" attitude and a willingness to travel and work flexible hours

# Youth Links



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## Junior Administration Trainee

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).

## Traineeship in Cert III

### **Early Childhood Traineeship Great development opportunity, birthday leave**

#### ***Traineeships***

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

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

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

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

Training and development

Wonderful team

Modern centre

Birthday leave

Study time included in work hours

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



## Business Administration Traineeship

### The Opportunity –

Novaskill currently has Business Administration Traineeship opportunities in the following departments –

- Human Resources
- Group Training Administration

You'll be completing a nationally recognised Certificate III in Business whilst gaining exposure to on-the-job training with ongoing mentoring and support to help you build your career, which could include internal promotion upon completion of your studies!

The learnings and responsibilities of this position include –

- Accurate data entry
- Creating documents and written communication
- Assisting with induction and onboarding of Internal or Group Training employees
- General department specific administration duties
- Provide support to staff on various tasks and projects
- Create and maintain various records and correspondence, both manual and electronic
- Communicate with individuals at all levels, both within and outside the Department.

### About You -

We are looking for someone who is committed and passionate about starting a career in business administration, who hold the following skills and attributes -

- Well organised, conscientious, trustworthy and reliable employee
- Detail orientated and accurate with a high attention to detail
- Enjoy providing support to a team, with the ability to follow direction
- A positive, friendly and helpful attitude
- Enjoy working in a fast-paced environment with a busy team
- Experience working with Microsoft Office (Excel, Word)

15th April 2024

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**Traineeship**



## Property Management Traineeship

### About Us

At Leah Jay, we take people and property further. Forging paths have endured in our DNA since our conception when we went against the grain to imagine a service dedicated entirely to property management.

Redefining Property Management - we are most awarded in NSW, operating for almost three decades. We deliver property insight, strategy and management for modern property investors, assisting our clients through the entire investment property life cycle.

Leah Jay is known for our unique culture and holistic approach to PM. Although Property Management is what we do, it really is about the people for us. Our purpose is to help people move towards more in their lives, whether that be our clients or helping our team go further in their careers and lives. We strive to deliver on our knowledge, skills and talents as part of a team that is empowering, supportive and knows their stuff!

### About the Role

This position is part of our Support Unit, and is a full-time traineeship role and will have both structured and on the job training provided by industry professionals. Working with the team at Leah Jay this role will concurrently be studying the nationally recognised qualification of Certificate IV in Real Estate Practice, to be undertaken over 24 months. This opportunity will set the right candidate up for a successful career in property management.

This position is office based and would alternate weekly between our Newcastle West & East Maitland office.

Your key responsibilities will include;

- Support our client experience team with incoming calls for our three offices
- Greeting our owners, tenants and trades who visit our office
- Providing support to Property Managers in a range of functions associated with leasing and property management; and
- An opportunity to develop your skills and build your career.



## NDT Technician Traineeship

Make an impact doing work you can be proud of at Bureau Veritas. Your career is about more than building a resume — it's a chance to leave your mark.

### **About Bureau Veritas Australia:**

Bureau Veritas is a global leader in Testing, Inspection and Certification services. Founded in 1828, the group has in excess of 82,000 employees in 1,400 sites located in 140 countries. In the Pacific Zone, our Asset Integrity and Reliability Services business provides these services to our clients throughout the lifecycle of their asset, whether it be for large-scale resource projects or to established industrial facilities. Joining our team means joining a company that values innovation, collaboration, and professional growth

### **The role**

We want motivated and enthusiastic school leavers and graduates to join our Non-Destructive Testing Traineeship Program in 2024. You will gain practical 'in field' experience in NDT methodologies, whilst undertaking studies in Engineering at either Certificate or Advanced Diploma levels.

Trainees that successfully complete the Certificate III and meet the technical and non-technical requirements have the opportunity to complete an Advanced Diploma of Engineering (Mechanical) and advanced NDT qualifications. This will then enable you to work by yourself as a NDT Technician within our business.

All qualifications and training expenses are fully funded by Bureau Veritas.

### **What's needed?**

Ideally you will have previous experience and the following skillsets:

- Year 12 and pass marks in Maths, English and Science; OR
- Commenced a mechanical trade certification
- Mechanical aptitude or an interest in how mechanical things work
- A "can do" attitude and a willingness to travel and work flexible hours



15th April 2024

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## Business Administration Traineeship

Novaskill operates as a non-profit Group Training Organisation, collaborating with local businesses to provide a diverse array of Apprenticeships and Traineeships.

We welcome individuals ranging from students transitioning out of school to mature individuals seeking to enhance their skills or shift careers!

With a presence that spans 8 locations, our footprint extends from the vibrant Gold Coast in Queensland to the picturesque Central Coast in New South Wales. We're here to serve and support communities across these vast regions.

### **The Opportunity -**

Novaskill is currently partnered a range of local businesses to offer a multiple Business Administration Traineeships, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their career! Novaskill currently has Business Administration Traineeship opportunities in the following industries –

- Law
- Medical
- Construction
- Finance
- Human Resources
- Group Training

You'll be completing a nationally recognised Certificate III in Business Administration whilst gaining experience & developing relationships in the local business sector.

### **Learnings -**

- Use popular business software including Microsoft Office suite and Microsoft Teams
- Organise your time and work priorities
- Make suggestions regarding sustainable work practices
- Think critically, problem solve and communicate in the workplace
- Data collection & entry
- Meeting Support (preparing agenda's & minute taking)



## Warehousing Trainee

### **The Opportunity -**

Novaskill is currently partnered a local business to offer a Warehousing Traineeship, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their career!

You'll be completing a nationally recognised Certificate III in Supply Chain Operations whilst gaining experience & developing relationships in the Warehousing Industry.

### **Learnings -**

- Move and relocate materials safely
- Assess the risks involved with relocating loads
- Plan and relocate materials and goods without damage
- Understand the chain of responsibility
- Ensure transport activities are completed safely
- Complete safety documentation

### **Outcomes –**

- A nationally recognised qualification at Certificate III level
- The confidence to complete safety documentation
- Techniques to safely lift and handle goods or materials
- Experience reading and following instructions and procedures
- Strong pathways to continue your studies and enhance your career opportunities

### **Apprenticeship Suitability Recommendations –**

To succeed in this apprenticeship, we recommend you have –

- Commitment to working hard and giving it your all
- A reasonable level of physical fitness to undertake manual handling
- Ability to work well as part of a team
- Commitment to safety



## Government Aboriginal Service Design Team traineeship

*Applicants must have demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander Cultures and have established links with their local Aboriginal community.*

This unique combination of formal education and work experience will give you the opportunity to:

- Monitoring & updating the Team Planner
- Managing the Shared Mailbox
- Assist on updating and posting on media platforms e.g. Workplace and SharePoint
- Supporting the team on programs and initiatives
- Admin support for our Committees and Working Groups
- Attending community outreach event
- Data entry & record management
- Work collaboratively with relevant stakeholders to collect and compile information to support information flow, inform decision making and support project outcomes.

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

Being a HVTC Group trainee opens the door to working for industry leaders via our close connections with major local employers.

As a HVTC Group trainee you have ongoing job security! Our network of Host Employers means we can offer rotations to ensure you can fulfill your education and training requirements; Become qualified without getting yourself into debt and start earning an income!

Throughout your traineeship, you will be able to take advantage of our exclusive employee benefits, which include:

- One-on-one coaching and development from a dedicated mentor
- Individual and group safety training with our team of experts
- Discounted health insurance
- Discounted gym memberships
- Alumni program to support you post qualification
- Opportunity to build your capability and skills
- Reward and recognition programs
- Commbank Workplace Banking Program to give you financial advice (and retail discounts!)
- Health and Wellbeing initiatives, campaigns, and competitions through HVTC's Committee (there might even be some prizes up for grabs!).
- 24/7 confidential counselling through our Employee Assistance Program (EAP) provider

15th April 2024

LIKE us on  
**Traineeship**



## Warehousing Traineeship

### **About this opportunity**

You will continue to complete a Certificate III Supply Chain Operations over 24 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with Host Employer, Becker Mining.

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

- Complete orders by picking goods, meticulously checking them off orders, and expertly packaging them for dispatch.
- Provide exceptional customer service to both internal and external customers, ensuring their needs are met promptly and professionally.
- Move stock and materials within the warehouse efficiently and safely, utilizing various equipment such as pallet jacks and forklifts.
- Maintain accurate records in adherence to quality systems, ensuring all inventory movements are meticulously documented.
- Attend to telephone and counter inquiries, offering knowledgeable assistance and support to customers as needed.
- Engage in manual handling tasks, demonstrating a strong understanding of proper lifting techniques and safety protocols.

### **The successful applicant**

To be successful in this role, you will need to possess the following capabilities and knowledge:

- Commitment to both on and off the job training
- Be reliable and honest
- Have good organisational skills

### **Mandatory requirements**

- Current drivers licence (P1 or above), or close to obtaining
- White card or willingness to obtain