

29th April 2024

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Apprenticeship



2025 Apprentice Program Intake

THE OPPORTUNITY:

At Ampcontrol, we take great pride in developing the skills of our people to ensure we can deliver the best possible solutions for our customers. Our apprenticeship programs combine structured career development with on-the-job experience and mentoring from some of the best people in the industry.

We are currently offering the following apprenticeships in our 2025 program:

- Cert III Electrical Apprenticeship
- Cert III Electrical Fitting Apprenticeship - Tomago
- Cert III Electronics & Communications Apprenticeship
- Cert III Engineering / Fabrication Apprenticeship
- Cert III Mechanical Apprenticeship

These apprenticeships will be offered at various sites across the Hunter, including Tomago, Cameron Park, Warabrook and Rutherford.

WHAT WE'RE LOOKING FOR:

To support Ampcontrol in leading the global energy revolution, we are seeking highly driven and innovative people looking to be part of an organisation where they can grow their career and make a real impact! In addition, you must have:

- Unlimited Australian working rights
- The ability to pass a pre-employment medical assessment, including drug and alcohol screening.
- A willingness to work in compliance with our safe working procedures.
- The ability to demonstrate a positive and willing attitude to learning; both on the job and through a diligent approach to your formal education.

As part of the initial recruitment process you will be required to submit your online application and attach your cover letter and resume.

APPLICATIONS WILL STRICTLY CLOSE ON SUNDAY, 19 MAY 2024.

Once your application has been received you will be notified of next steps by our recruitment team.

29th April 2024

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Apprenticeship



Carpentry Apprenticeship

B.T.C Carpentry Pty Limited is Rutherford based company, specialising in residential construction projects across Maitland, Newcastle and the Hunter Valley.

We have an exciting opportunity for Apprentice Carpenters (1st, 2nd, 3rd and 4th years) to join our enthusiastic crew.

Successful Apprentice candidates will have the opportunity to learn all aspects of carpentry from a team who take extreme pride in their work.

This will include, but is not limited to: frame, lock up, fix-out, decking and custom work.

About you:

We are looking for new recruits who :

- Are a team player
- Demonstrate initiative and motivation
- Have a white card
- Drivers licence and own reliable vehicle
- A "can do" attitude

Beginning your career within the industry or continuing your apprenticeship we are excited to hear from you.

29th April 2024

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Apprenticeship



Apprenticeship & Traineeship FO

Apprenticeship and Traineeship Field Advisor Newcastle/Hunter Valley Region Full-time, Immediate Start

Programmed Group Training are seeking a passionate, driven and enthusiastic individual to join our GTO Team as an **Apprenticeship and Traineeship Field Advisor**. This is a full-time role, based in either **Newcastle or Singleton** with frequent travel through the Region.

This role will suit an individual who is a self starter, people person and passionate about creating and supporting apprentices and trainees in their career pathway journey and managing a diverse range of individuals and tasks at the one time.

Business development and increasing our apprenticeship and traineeship portfolio in the region across various industries is a key requirement of this role.

Working with a blend of both Key Account Clients and small businesses, as a Field Advisor your role will include:-

- Business development and growth to increase your portfolio of apprentices and trainees and achieving KPI targets
- Development and maintenance of relationships with key stakeholders, trainees and apprentices, training providers, Department of Education and Apprenticeship Centres
- Pastoral care and monitoring of apprentices and trainees both on and off the job
- General Administration including reporting, timesheets and data entry
- Recruitment and Induction of new apprentices and trainees
- Safety Management, Workplace Risk Assessments, Safety Conversations and Safety Talks

This role will suit a person who is able to generate business with new clients, passion for the VET sector and supporting apprentices and trainees.

Experience in the VET Sector primarily working with apprentices and trainees, business development, a full drivers licence and ability to travel for the role are a mandatory requirement.

Youth Links

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Electronics and Communications Apprenticeship

Join our industry-leading host employer with 20+ years of expertise in radio technology. **Located in Beresfield**, this is a fantastic opportunity for a **1st-year Electronics & Communications** apprentice.

Responsibilities:

- Fault finding, equipment installation, and software configurations
- Precise radio equipment installation, cable management
- Maintain programming records and offer time estimates
- Identify and analyze problems in radio systems

Requirements:

- White Card
- Manual handling skills
- Reading plans and using hand/power tools
- Interest in communications & electronics
- Quick learner with a valid driver's license and transport

Benefits:

- Weekly pay cycle!
 - Personalised one-on-one mentoring throughout your training to help ensure your success
 - A nationally recognised qualification - **Certificate III in Electronics & Communications**
- Ready to kickstart your Electronics & Communications career? Simply hit '**Apply**' now and send your resume to annaatmar@megt.com.au.

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

Youth Links

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Certificate III Landscape Construction Apprenticeship

A reputable commercial landscaping company with projects in Sydney, Canberra, Melbourne and Brisbane are looking for an apprentice to join their expanding team in the Hunter region. This is a great career opportunity to learn many building skills including carpentry, horticulture, stonemasonry, bricklaying and many more trades.

Including the renovation of parks, playground areas, commercial ground, civil works and streetscape. Will learn to use various earth moving equipment including skid steer, excavators and cranes.

Initially most work is at Wallsend, then moving to future commercial developments in the Hunter region.

Drivers licence, own transport and white card required. Must be fit for physical work. TAFE is for 3 years and is a paid work day – no fees.

Hours are Monday – Friday 7am – 3.30pm. Overtime may be required.

Please forward your resume including a cover letter to
kduck@austrg.com.au or phone Kerry [0438 984214](tel:0438984214)

Youth Links

29th April 2024

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Apprentice Carpenter

**Apprentice Carpenter – All Years
Full Time Positions
Located in Sandgate**

Job Security! Local Family-Owned Company! Great Team Environment! Located at Sandgate!

About the role

- Hands On From the Start!
- Exciting and Varied Projects!
- No On-Call. Weekends are all yours!

We are seeking candidates with;

- A great attitude towards work, self-motivated, flexible, and a team player
- Great attention to detail and willingness to learn
- Commitment to finishing the apprenticeship and become a fully qualified carpenter
- White Card or be willing to obtain prior to commencement
- Current driver's licence and reliable transport

You will be working with a 3rd generation family-owned company that truly believes that people are their greatest asset. We are committed to providing excellent training and development opportunities and have a strong supportive team culture.

For more information about our company visit <http://www.emsigns.com.au/>



Carpentry Apprenticeship

Apprentice Carpenter – All Years

This is a great opportunity for keen and reliable people, looking for a career pathway to become a qualified carpenter.

We have a carpentry apprenticeship available in the Newcastle area for an immediate start.

If the idea of working with your hands, building structures and working on construction sites appeals to you, a carpentry apprenticeship ticks all the right boxes. You will get the opportunity to work along side professional trades people and you will learn all aspects of your training and employment.

WHY HIA APPRENTICES?

- Be paid correctly and on time
- Full time opportunity
- Work with and be trained by industry leaders
- Be placed in a safe and monitored workplace
- Dedicated Field Officer to support you through your apprenticeship
- Trade school fees paid
- Access to a very low interest loan of \$20,000 to buy tools, car, etc.
- Access to HIA Member benefits and services
- Will be provided with personal protective equipment (PPE)

THE IDEAL CANDIDATE FOR THIS ROLE:

- Have a great attitude towards work, self-motivated, proactive, be a team player, attention to detail and willing to learn
- Be committed to finishing their apprenticeship and become a fully qualified carpenter
- Current driver's licence and reliable transport is preferable
- CI Card (white Card) or be willing to obtain prior to starting

You'll receive dedicated support from HIA Apprentices in all aspects of your training and employment.

During your on-the-job training, job description and tasks you'll carry out as an apprentice carpenter can be viewed [HERE](#)

To apply for this role you must have an up to date resume with current contact details.



Plumbing Apprenticeship

Apprenticeship in Plumbing – 2nd and 3rd Years Wanted!!

This is a great opportunity for keen and reliable people, looking for a career pathway to become a qualified Plumber.

We have Plumbing apprenticeships available in the Newcastle area for an immediate start.

If the idea of working with your hands, building structures, and working on construction sites appeals to you, a plumbing apprenticeship ticks all the right boxes. You will get the opportunity to work alongside professional trades people and you will learn all aspects of your training and employment.

WHY HIA APPRENTICES?

- Be paid correctly and on time
- Full time opportunity
- Work with and be trained by industry leaders
- Be placed in a safe and monitored workplace
- Dedicated Field Officer to support you through your apprenticeship
- Trade school fees paid
- Access to a very low interest loan of \$20,000 to buy tools, car, etc.
- Access to HIA Member benefits and services
- Will be provided with personal protective equipment (PPE)

THE IDEAL CANDIDATE FOR THIS ROLE:

- Have a great attitude towards work, self-motivated, proactive, be a team player, attention to detail and willing to learn
- Be committed to finishing their apprenticeship and become a fully qualified Plumber
- Current driver's licence and reliable transport is preferable
- CI Card (white Card) or be willing to obtain prior to starting

Youth Links

29th 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 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 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.



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

Youth Links

29th April 2024

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Apprenticeship



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

29th April 2024

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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

29th 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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young people, bright futures

29th April 2024

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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

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

Youth Links

29th April 2024

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Traineeship



Expressions of Interest - Dump Truck Traineeship

Dreampath is currently seeking applications for a New to Industry Mining Program.

This program is designed Specifically for Indigenous peoples seeking an exciting, new, and stable career in the New South Wales' Mining Industry. This is a Two-week Theoretical and Practical course that will, if successful, transition into a minimum 12-month Certificate III Surface Extraction Traineeship.

About the role

This program will utilise Dreampath's brand new state of the art Haul Truck Simulator, which is a highly realistic replica of the Caterpillar 793F Dump Truck, and will run with a combination of both theory and practical training in a controlled environment, prior to starting on a mine site. This program has been tailored to connect our clients with highly skilled employees from the onset, providing stable career pathways to the NSW mining industry.

About you

The successful applicants will have:-

- A full driver licence
- A work history, with working references available
- The ability to complete an Order 43 Coal Medical, including drug and alcohol testing
- A positive attitude with a focus on safe work practices and a drive to work in the mining industry

About Dreampath

Dreampath is a national Supply Nation Certified Indigenous Labour Hire and Workforce Solutions provider. We utilise a co-creation approach with our clients to establish employment opportunities that support the career aspirations of First Nations People across a broad range of industries throughout Australia.



Certificate III Traineeship in Early Childhood Education

Appletree Early Education & Preschool are looking for a special candidate to join our wonderful team at Barnsley. Full time position , 38 hours per week.

School leavers this is the perfect opportunity to secure employment now, however mature aged are encouraged to apply.

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

As a trainee you will undertake the Certificate III in Early Education & Care course with TAFE over 18 months whilst working with us full time.

No prior qualifications needed to apply, although you must be at least 18 years old to apply. **New Government incentives are available to be paid during the course of this traineeship.**

If you would love to join our Appletree Family, send an email to Jacquie/Ashley at appletree@aapt.net.au.

Traineeship

Play, laugh, teach and learn all with an Early Learning Traineeship.

Change your life and career with a childcare traineeship at Sanctuary.

Our team will guide you through your studies and teach you how to develop a love of learning in our children that will serve them for many years to come.

We will be looking for candidates that show:

- A genuine passion for Early Childhood and teaching. Interacting with children.
- A positive outlook on life and ways of being.
- Be ready to jump in, play and get messy!!!
- Exceptional problem solving skills in high pressure and busy circumstances
- Self-management strategies that allow for a positive disposition and enthusiastic approach at all times.



Trainee Dental Assistant

About us:

Dr. Pepper Dental is a well established Dental Clinic located in the heart of The Junction. We have a dedicated team with decades worth of experience & are looking to add a Trainee Dental Assistant to our team.

Our clinic focuses on all aspects of dentistry, including General Dentistry, Cosmetic Dentistry, Endodontics & we even offer a General Anaesthetic service.

This is a great opportunity for a School Leaver or someone seeking a career change into the Health Industry.

Qualifications & experience:

- Attention To Detail.
- Ability to work within a team environment, and also able to work independently.
- Basic Reading, Writing & Math Skills.
- Well Presented.
- Good Communication & People Skills.
- Willingness to learn.
- Ability to build relationships with our patients.

Tasks & responsibilities:

- Assisting the Dentist chair side.
- Prepare Dental Rooms for Treatment.
- Following strict Infection Control Protocols.
- Communicating with patients & helping them feel comfortable in the dental setting.
- Reception duties - Answering phones, booking appointments, using HICAPS to process claims.
- Sterilising and cleaning of dental instruments.

Benefits:

- Full Training Provided.
- Above Award Wages.
- Internal Career Progression.
- Begin a journey towards Certificate III.

Youth Links

29th April 2024

LIKE us on
Traineeship



Property Management Trainee

Are you highly motivated, eager to go the extra mile & looking for a future in Property Management? This is your opportunity to join a positive, friendly team and progress through an innovative industry within a long established family business.

Responsibilities:

- Assist the Property Management department in all aspects, reporting to the Senior Property Manager.
- Service property owners to ensure their properties are maintained and managed to an optimum level.
- Answering incoming calls & providing general administrative support.

Qualities

- Uphold a positive attitude and mindset.
- Possess the confidence to work unsupervised in a team environment.
- Ability to prioritise & show initiative.
- Outstanding written & verbal communication.
- Previous administration experience would be advantageous.

Part of this role will see you complete a Certificate IV in Real Estate Services, achieving your Class 2 Licence. We will provide you with allocated study time during work hours.

Please forward your resume & cover letter to careers@baileyhunervalley.com.au



Business Administration Traineeship

Are you looking to kick start your career in office administration?

ProMine Contracting Singleton has the role for you. We are looking for an enthusiastic, friendly team member to join the dynamic administration team as a Trainee Business Administrator.

ProMine Contracting is a Mechanical and Auto Electrical business based in Singleton with expansion into the Newcastle area

About the role:

Front reception duties – answering incoming calls and redirecting them as required, taking reservation bookings

Meet and greet customers, visitors and suppliers

Data entry and invoicing

Assisting senior administration staff and middle management

Full time role learning valuable administration skills while completing the traineeship

Permanent position over 2 locations

About you:

Well organised, conscientious, reliable team member

Enjoy providing support to the team, with the ability to follow direction

A positive, friendly, and helpful attitude

Willingness to learn and be flexible in a changing environment

Driver's License essential

Commitment to safety

Have good time management, attention to detail and solid communication skills

Act with honesty and integrity

29th April 2024

LIKE us on
Traineeship



Apprenticeship & Traineeship

Apprenticeship and Traineeship Field Advisor Newcastle/Hunter Valley Region Full-time, Immediate Start

Programmed Group Training are seeking a passionate, driven and enthusiastic individual to join our GTO Team as an **Apprenticeship and Traineeship Field Advisor**. This is a full-time role, based in either **Newcastle or Singleton** with frequent travel through the Region.

This role will suit an individual who is a self starter, people person and passionate about creating and supporting apprentices and trainees in their career pathway journey and managing a diverse range of individuals and tasks at the one time.

Business development and increasing our apprenticeship and traineeship portfolio in the region across various industries is a key requirement of this role.

Working with a blend of both Key Account Clients and small businesses, as a Field Advisor your role will include:-

- Business development and growth to increase your portfolio of apprentices and trainees and achieving KPI targets
- Development and maintenance of relationships with key stakeholders, trainees and apprentices, training providers, Department of Education and Apprenticeship Centres
- Pastoral care and monitoring of apprentices and trainees both on and off the job
- General Administration including reporting, timesheets and data entry
- Recruitment and Induction of new apprentices and trainees
- Safety Management, Workplace Risk Assessments, Safety Conversations and Safety Talks

This role will suit a person who is able to generate business with new clients, passion for the VET sector and supporting apprentices and trainees.

Experience in the VET Sector primarily working with apprentices and trainees, business development, a full drivers licence and ability to travel for the role are a mandatory requirement.



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



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



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

Youth Links

29th April 2024 **Traineeship** LIKE us on



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

29th 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

29th April 2024

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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