

13th May 2024

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# Youth Links



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young people, bright futures

13th May 2024

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**Apprenticeship**



## Apprentice motor mechanic

### **About the business and the role**

We are a small but very busy suburban workshop that has been in business for 38 years.

Position available for person to start a career as a Motor Technician.

People wanting to start an apprenticeship or people in their 2nd or 3rd years for example wanting a change should also apply.

Great opportunity to learn a trade from 2 very experienced, mature technicians.

You must be a fast learner, preferably with previous mechanical aptitude, and an excellent work ethic/attitude.

To be a successful technician you would need to have had an above average Math result in your HSC.

The electronic systems used in modern vehicles are very demanding to diagnose, & to then repair correctly.

If you feel you have what is required please contact ASAP.

Previous applicants do not need to re-apply.

### **Job tasks and responsibilities**

Learning all aspects of motor vehicle repairs, servicing, diagnostics etc.

### **Skills and experience**

Applicants should be highly motivated & willing to work.

## Apprentice Mechanic

Apprentice Mechanic required for our busy workshop located in Cardiff.

Our workshop specializes in suspension repair and wheel alignments.

We require an enthusiastic and reliable person who is willing to commit to a full-time apprenticeship.

## Apprentice Chef - 1st year

Mercure Charlestown is a boutique 4-star hotel with 54 rooms, restaurant and bar situated at the peak of Madison Drive in the ever expanding town of Charlestown, Newcastle. At Mercure Charlestown, we pride ourselves on offering a personalised and friendly service and view our talented employees as the key to the driving success of the hotel.

We are seeking an apprentice chef to join our team. This role would suit someone who is looking to commence their apprenticeship in commercial cookery at Tafe with a view to becoming a qualified chef. This role is suitable for school leavers looking to make an entry into their career with full time work and support in their Tafe studies.

To be successful in this role you must have a genuine passion for food and have demonstrated attributes of reliability, punctuality and commitment to growing your career.

Applications **MUST INCLUDE** a cover letter addressed to the Executive Chef and General Manager outlining your experience and passion for this job.

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**Apprenticeship**



## Apprentice - Motor Mechanic

Newcastle Motor Group is an award winning dealership committed to delivering high-quality vehicles and exceptional customer service. With a diverse range of top-tier vehicles in our inventory, we cater to a wide range of customer preferences and needs.

### Benefits

- Family orientated business & great culture
- Professional and friendly environment
- A competitive and attractive salary package
- A dynamic and supportive work environment
- Opportunity for career growth within a rapidly expanding company
- Employee discounts

### About the Role

We have an opportunity for a full-time 1st Year Apprentice to join our Newcastle team. Your new role will be responsible for accurately and efficiently servicing, diagnosing and repairing on a wide range of vehicles.

### About you

- Great ability to work within a team environment
- Attention to detail and a strong work ethic
- Strong communication skills
- A valid driver's licence – including manual transmissions

### To Apply

Click Apply and in return you will be rewarded with a competitive salary package, not to mention extensive training and an outstanding workplace culture. For more information regarding Newcastle Motor Group please visit [www.newcastlemotorgroup.com.au/](http://www.newcastlemotorgroup.com.au/)

*Newcastle Motor Group is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve*

## 1st year Hairdressing apprenticeship

We are searching for a brand new apprentice to join our Nesbitt team!

We need you to be energetic, reliable, savvy and demonstrate initiative.

Preferably you have finished your HSC high school certificate and or have completed a pre apprenticeship hairdressing course.

About us:

We are dedicated hairdressers passionate about our clients, service and the art of hair. We close our salon every Wednesday morning for the whole team to enjoy two hours of training.

You will be trained and mentored by Lee Nesbitt three times Australian hairdresser of the year. "I have been training apprentices for 20 years now I love education and training and am ready to share with our new future of hairdressing LEGENDS" Nesbitt hair is Newcastle's only ammonia free salon using organic haircare products and the most up to date eco friendly practices.

If you're ready to work with great mentors and this sounds like you and your ethos then we want to meet you. Please present your resume in person at 61 Railway St Mereweather 10am to 5pm Monday to Friday Or email your resume to [nesbittime@gmail.com](mailto:nesbittime@gmail.com) or click this link to go to our easy to fill in careers page: <https://nesbitthairandbody.com.au/pages/join-our-team>

13th May 2024

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## Windscreen Fitter Apprenticeship

Due to more company growth, 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 are mechanically minded, love delivering a first-class customer experience, have an excellent work ethic and want to receive a full qualification with on the job training and support, 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 our 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:**

- Mechanical aptitude - experience with hand tools
- 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
- 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.

### **The Perks:**

- Long term career opportunities
- Flexible rostering with options for penalties and overtime
- Ongoing incentive programs and recognition
- Ongoing learning and development during and after your Apprenticeship
- Supportive team members and management
- Tools and uniform provided

*Must have full Australian working rights.*

***Realise your potential and build a great career with O'Brien and Apply today!***



# Youth Links

13th May 2024

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**Apprenticeship**



## Apprenticeships

### About Us:

Glencore, one of the world's largest mining companies, has mechanical and electrical apprenticeships on offer across their Australian Coal Operations, commencing in January 2025.

Our Queensland Coal Operations across the Mackay and Emerald regional coalfields are offering apprenticeships in Electrical, Metal Fabrication/Mechanical (dual trade), Plant Mechanic/Mechanical (dual trade) or Auto Electrical/Plant Mechanic (dual trade).

Whilst our Coal Operations in the Hunter Valley and Mudgee regions of New South Wales are offering apprenticeships in Electrical, Mechanical (Open Cut / Underground), Auto-Electrical or Metal Fabrication.

### About our apprenticeships:

Our four-year Apprenticeship Program will allow you to:

- Develop skills, experience and knowledge to become a qualified tradesperson
- Access to onsite and offsite TAFE training
- Learn from leaders in their field

### About you:

If you are an enthusiastic and motivated person with a commitment to achieve, coupled with a focus on safety, ability to work in teams and good communication skills, we would like to hear from you!

Candidates must have completed at least Year 10 by the end of 2024 to be considered. Mature age candidates are welcome to apply.

### Benefits:

- Earn while you learn
- Work alongside highly-skilled tradespeople
- Strong career pathways for your future

### How to apply

You will be asked to upload your cover letter, resume and copies of the last two (2) years of School reports, TAFE or University results or evidence of work-related training (*for mature-age candidates*).

You will be informed of your progress throughout the selection process.

**Applications Close online Sunday 2 June 2024**

13th May 2024

LIKE us on  
**Apprenticeship**



## 1st Year Transmission Line Technician Apprentice - Newcastle

Applications are now open for a start date in January 2025!

- Join us and make it happen for your career
- Competitive salary and superannuation
- Based in Newcastle

About our Apprentice Program

Are you ready to embark on an exciting and challenging career journey within the Energy industry where you can learn from leading experts? Transgrid encourages you to apply for our Transmission Line Technician Apprenticeship, designed to ignite your potential and prepare you for a rewarding career ahead.

The Apprentice Program is tailored to propel your growth and development and provide you with the opportunity to contribute to significant infrastructure projects shaping Australia's energy landscape, including connecting renewable energy to the network. As an apprentice with Transgrid, you can expect hands-on learning and mentorship in a supportive and dynamic environment.

We are seeking driven, team-oriented apprentices who relish problem-solving and collaboration.

During your time as an apprentice within the program, you will receive:

- Competitive salary and superannuation
- Exposure to innovative teams revolutionising the Energy Industry
- Mentorship and structured technical training
- Industry leading training building, maintaining, inspecting and repairing the largest Transmission Network in Australia, in remote and unique locations
- Skills in hand tools, workshop machinery and welding
- Nationally accredited safety training and high-risk licences
- On the job training and smooth transition into the role
- Necessary protective clothing and tools required for the job
- Access to study assistance
- Upon completion of the apprenticeship, you will receive a certificate of proficiency as an Electricity Supply Industry (ESI) - Transmission Overhead

13th May 2024

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**Apprenticeship**



## Air Conditioning Tradesman or Apprentice

Join Valley Air Conditioning & Electrical, where excellence meets opportunity! We're on the lookout for enthusiastic individuals, both experienced tradesmen and aspiring apprentices to join our team.

With a high standard of quality and workmanship the successful applicant will be self-motivated with exceptional initiative and problem solving skills.

Valley Air Conditioning & Electrical is also part of a group of air conditioning and electrical companies located in Mackay and Hamilton Island with the potential to work at both these locations if you are interested, but it is not required.

### **Benefits – Why Us?**

- 4 Day Working week providing a great work / life balance, or take advantage of available Friday overtime and still enjoy your 2 day weekend!
- Company Vehicle for Tradesman
- Positive and supportive team environment, working in a team of 20+ Field Staff
- Sign on bonus and/or relocation assistance for the right individual
- Secure work all year round
- Professional Development with a team focus on training and development, offering training with leading Manufacturers

### **Tradesman Essential Requirements**

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

### **Desired but not essential**

- Working at Heights
- First Aid Certificate
- Up to Date Flu Vaccination
- Up to Date CO-VID Vaccination

13th May 2024

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**Apprenticeship**



## 1st or 2nd Year Apprentice Chef

**We are looking for eager individuals with a passion for food to kick-start their culinary careers!**

### **About the business**

The Lambton Park Hotel is part of a small family-owned bar/restaurant & pub group. We are dedicated to offering the best food and drinks available and a high standard of customer service.

Currently, we have an opening for 2 x apprentice chefs to start their careers in the kitchen.

### **About the roles**

We are looking to expand our team and are searching for a First-Year Apprentice. (Second-year apprentices will also be considered)

### **Apprentice Requirements and Responsibilities:**

As an apprentice chef, you will work alongside qualified chefs assisting in all aspects of food preparation and presentation. This position provides the opportunity to learn and build experiences within a commercial kitchen environment.

- No experience necessary
- Work well alone and as part of a small team
- Be enthusiastic about food
- Have a great attitude
- Have a willingness to learn
- Be available weekends
- Clean, maintain and store kitchen equipment appropriately
- You will learn the tricks of the trade and work with bigger quantities of food and a variety of seasonal ingredients
- Help prepare and cook dishes while training to be a full-time qualified chef
- Under supervision, you will operate kitchen equipment such as mixers, choppers, fryers, and learn different knife and cooking techniques

### **Benefits and perks**

- Great team
- Restaurant Industry Award Wages
- Discounts offered across the group of venues
- Consecutive days off.
- Weekly wage
- Earn & Learn
- Gain a nationally recognised Qualification – **Certificate III in Commercial Cookery**

Mentoring and support provided right through your Apprenticeship



13th May 2024

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**Apprenticeship**



## Maintenance, Construction & Apprentice Plumbers

### **About us**

WE ARE PLUMBERS WHO BELIEVE IN SERVICE!

**Plumbers eXpress** is a small well-aligned family business that strives to deliver an experienced, informed, professional team of plumbers and administration staff who pride themselves on being meticulous.

### **Why Join Us?**

We are committed to training and mentoring, which in return brings wellbeing and happiness in the workplace. We know happy staff are the key to business success. Our objective is to reward talent and passion as well as:

- Providing you with above award wages, on the job training and annual incentives.
- Your own fully equipped company vehicle, company uniform.
- Gaining secure, long-term employment with an honest and compliant employer (39 Years in business), in a great team environment.

### **About the Role**

We are looking for a tradesperson or 2nd - 3rd year plumbing apprentice.

You will gain broad experience working in several aspects of the business (both maintenance and construction) and will benefit from working in a highly experienced and focused team.

- Strong focus on providing a premium level of customer service and high quality workmanship
- Excellent communication skills, the ability to build rapport with customers and fellow workers
- Have the skill to work unsupervised and along side other team members
- Willingness to adopt company procedures and new technology

### **About You**

Along with your strong work ethic and previous experience you'll have/be:

- Completed Plumbing Trade Certificate (or License) and construction Industry OH&S white card
- If you are an apprentice currently enrolled with TAFE NSW
- Willing to work safely & compliant, completing your jobs with a high level of quality and detail
- A current Australian Driver's Licence and full Australian working rights
- Living within the Newcastle/Lake Macquarie or Lower Hunter areas

### **How to Apply**

If this is the role that you've been waiting for please **apply via SEEK** today. Attach a brief cover letter along with your up to date resume outlining your suitability for the position.

You must be residing in Australia and have full Australian working rights to be considered for the role - we cannot accept any applications requiring sponsorship.

We look forward to hearing from you!



## Apprentice Mechanic

### Join Our Team as a Mechanic Apprentice at Tune Works Newcastle!

Are you passionate about 4x4's and eager to dive into the world of diesel performance, diagnostics and repairs? Tune Works Newcastle is seeking a dedicated individual to join our team as a Apprentice Mechanic. If you're enthusiastic, motivated, and ready to learn from the best in the industry, we want to hear from you!

**About Us:** Tune Works Newcastle is a leading automotive service provider in the Newcastle area. With a reputation for excellence and a commitment to customer satisfaction, we specialise in diesel tuning, performance upgrades, diagnostics, repairs and maintenance. Our team of experienced professionals are dedicated to providing top-notch service and fostering a supportive learning environment.

**Position Overview:** As a Mechanic Apprentice at Tune Works Newcastle, you'll have the opportunity to learn from seasoned professionals while gaining hands-on experience in automotive repair and maintenance. From basic services to complex diagnostic procedures, you'll learn all the skills to become a thorough and successful diesel technician.

#### Responsibilities:

- Assist experienced mechanics with repairs and maintenance tasks
- Learn to diagnose and troubleshoot mechanical issues
- Perform routine maintenance
- Maintain a clean and organised work environment
- Adhere to all safety protocols and procedures

#### Requirements:

- Passion for the 4x4 industry and a desire to learn
- Strong attention to detail and problem-solving skills
- Ability to work well in a team environment
- Excellent communication skills
- High school cert
- 2nd/3rd year apprentices welcome to apply

#### Benefits:

- Hands-on training from experienced professionals
- Opportunity for growth and advancement within the company
- Competitive wage package
- Positive and supportive work environment

**How to Apply:** Ready to kick-start your career? Don't miss this exciting opportunity to join the Tune Works Newcastle team as a Mechanic Apprentice! To apply, please submit your resume and a brief cover letter outlining why you're the perfect fit for the role. We look forward to hearing from you!

13th May 2024

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**Apprenticeship**



## 2025 Electrical and Mechanical Apprenticeships

- Are you a motivated, intuitive and safety conscious team player?
- Do you have a keen interest for a career in Industrial Trades?
- Will you have attained your ROSA or HSC by the end of 2024?
- Can you demonstrate our values of Teamwork, Achieve, Care
- At Tomago Aluminium, our people are transforming the business for a sustainable future. Tomago Aluminium is a globally competitive manufacturer of primary aluminium products with a successful safety record and a supportive team culture that work together to continuously improve our safety, environment and operations.

Based in the Hunter Region for more than 40 years, we attribute our success to the excellence, knowledge, skills, determination and enthusiasm of our people which makes the business one of the industry's most dynamic and innovative manufacturers of aluminium. We employ a wide range of modern technologies offering unique experience and skill development.

### **The Apprenticeship**

Our innovative and structured 4-year apprenticeship program commences mid-January 2025 and involves practical and theoretical (TAFE) based training and mentoring by industry experts.

Apprentices learn basic and advanced trade skills in our onsite training workshop and departments across site gaining continuous hands on experience and a tool bag full of valuable and transferable skills.

Electrical Apprentices complete a Certificate III in Electrotechnology

- Mechanical Apprentices complete a Certificate IV in Mechanical Engineering

- **Why Tomago Aluminium:**

Amazing opportunity to join our team that is all about mates looking after mates, personal development and challenging yourself within your career, while being able to access amazing benefits such as:

Attractive Salary and RDOs

- Opportunity for additional external studies
- Train for your High Risk Work Licences Training (Forklift, EWP, Dogging)
- Full Supply of PPE and subsidised toolkit supplied on commencement
- On site gym
- Access to Fitness Passport
- On site canteen
- Access to Employee Assistance Program

**Applications close: Monday 3rd June 2025**

*All applications **must** attach a current resume and school reports.*

*Mature aged apprentices encouraged to apply.*

We are an equal opportunity employer and encourage applications from a diverse range of candidates.

Preferred candidates will be subject to drug and alcohol testing as part of the pre-employment medical in accordance with our Fitness for Work policy..

13th May 2024

LIKE us on  
**Apprenticeship**



## Parks and Gardens Apprenticeship

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 growing presence that spans 7 locations, our footprint extends from the vibrant Northern Rivers to the picturesque Central Coast. We're here to serve and support communities across these vast regions.

### **The Opportunity -**

Novaskill is currently partnered Descas Landscaping to offer multiple Parks & Gardens Apprenticeships around Shortland and the Upper Hunter, 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 apprenticeship!

You'll be completing a nationally recognised Certificate III in Parks and Gardens whilst gaining experience & developing relationships in the Horticulture Industry.

### **Learnings –**

- Identify plants and understand how best to tend to them
- Implement a plant nutrition program
- Use your keen eye to troubleshoot and report on plant health
- Conduct specialist transplanting, pruning and mowing operations
- Control weeds, plant pests, diseases and disorders
- Improve soil quality

### **Outcomes –**

- Experience working on parks and gardens constructed or rejuvenated in an outdoor space
- The opportunity to visit botanic gardens, parks, campus surroundings or nurseries through excursions to support your learning
- The ability to conduct specialist pruning techniques on a range of vines, hedges and small trees
- The opportunity to become affiliated with the Australian Institute of Horticulture upon graduating

### **Apprenticeship Suitability Recommendations –**

To succeed in this apprenticeship, we recommend you have –

- An interest in the natural environment
- Comfortability working outdoors, in different environments, terrains and in a range of weather conditions
- A reasonable level of fitness to use wheelbarrows, do repetitive lifting and be on your feet for long periods
- Literacy, numeracy and computer literacy at Year 10 level

### **About You –**

- Demonstrated commitment to completing your study whilst balancing working
- Have time management, attention to detail, planning and organisational skills
- Willing to work hard and complete the job
- White Card is essential
- Manual Drivers Licence & Reliable Transport is desirable
- Experience is advantageous

If you're interested in the role, reach out to our GTO Recruitment Team to request more information - [recruitment@novaskill.edu.au](mailto:recruitment@novaskill.edu.au)

13th May 2024

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**Apprenticeship**



## Apprenticeship Program 2025 | NSWEC | Mt Arthur Coal

### About the Role

We are seeking motivated and passionate 1st year applications 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 on a day/night rotating roster.

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 pay with access to employee benefits
- First-rate working conditions and development opportunities



# Youth Links

13th May 2024

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## 2025 AGL Macquarie Apprenticeship Program.

### About the role

At AGL Macquarie, in the Hunter Valley of NSW, we are seeking highly motivated individuals to join our team as either an Electrical, Mechanical or Fabrication Apprentices. This apprenticeship offers the opportunity to gain a nationally recognised Trade Qualification in a supportive and team-oriented environment.

AGL Macquarie 2025 Apprentice Program intake has six positions available, and we encourage Aboriginal and Torres Strait Islander Peoples to apply.

### What You'll Receive:

- Nationally recognised Trade Qualification.
- Above industry-standard remuneration.
- The opportunity to get involved in a range of Diversity and Inclusion Networks which support AGL's six inclusion dimensions: First Nations, Gender, Disability, Caring, Cultural Identity and LGBTQ+.
- Aboriginal and/or Torres Strait Islander employees may access up to three (3) days paid compassionate leave for Sorry Business/Sad News in addition to our standard two (2) days paid compassionate leave.
- Access an amazing discount on energy and share discounts with your family and friends.
- Support from a company renowned for developing outstanding apprentices.
- Opportunity to learn in a team-oriented and supportive environment with On-the-job and Tafe training.
- Recognition Program - be recognised and rewarded for your achievements and contributions delivering on AGL's values.
- Employee Assistance Program (EAP) - AGL's offers a confidential and independent counselling and advice service for employees and their immediate families for personal and work-related problems.

### To be successful, you'll need:

- Completion of Year 10 or equivalent by the end of 2024.
- Demonstrated interest in your nominated trade.
- Strong commitment to safety.
- Reliable transport and driver's license (no public transport to AGL Macquarie).

### How to Apply:

Please submit your application, including your Cover Letter and Resume outlining your relevant qualifications and experience, and your two most recent school reports (If applicable).

13th May 2024

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**Apprenticeship**



## Mechanical Apprenticeship

### **Sulzer Apprenticeship Program**

We are looking for expressions of interest from dedicated and committed individuals willing to undertake a 4-year Mechanical Fitter/Fitter Machinist Apprenticeship at our **Maitland Service Centre** – get paid while you learn and develop your career!

- Monday to Friday work
- Day shifts only
- Multiple permanent positions Australia-wide
- Career development opportunities beyond this role
- 4 Year Apprenticeship (Mature Age accepted and encouraged) or the opportunity to complete your already started Apprenticeship (1st, 2nd, 3rd and 4th years)

Commencing ASAP, this apprenticeship is a great opportunity for individuals to develop the skills required to become an Electrical Fitter or Fitter Machinist with Sulzer. Reporting to one of our dedicated Workshops Supervisors and taking instructions from our experienced team members, a typical week in this role could look like this:

#### **What will you be doing day to day?**

- Assisting trades in the repair and manufacture of components for rotating equipment
- Assembling and disassembling rotating equipment with guidance
- General machining of components to required tolerances
- Rewind electric motors and generators under instruction
- Refurbishment of commutators (machining and undercutting)
- Manufacture coils for electrical motors and generators
- Attending all theory sections of the apprenticeship and complete E-Profiling
- Report to Mentors

#### **Benefits – why work with us?**

- Develop industry skills across our workshops and multiple sites.
- Get paid while you train and learn from some of the best in our industry.
- Competitive Apprentice and Mature Age Apprentice Rates
- Employee Assistance Program.
- Work for a global organisation that values innovation, excellence and a commitment to the most important part of our business - our people and our customers.

We really do want you to bring your whole self to work. There's no such thing as the perfect candidate, so if you think you have what it takes, but don't necessarily meet every single point on the list above, please still get in touch. We'd love to have a chat and see if you could be a great fit.



## 2025 Electrical and Mechanical Apprenticeships

### Tomago Aluminium Company Pty Limited

- Are you a motivated, intuitive and safety conscious team player?
- Do you have a keen interest for a career in Industrial Trades?
- Will you have attained your ROSA or HSC by the end of 2024?
- Can you demonstrate our values of Teamwork, Achieve, Care

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Attractive Salary and RDOs

- Opportunity for additional external studies
- Train for your High Risk Work Licences Training (Forklift, EWP, Dogging)
- Full Supply of PPE and subsidised toolkit supplied on commencement
- On site gym
- Access to Fitness Passport
- On site canteen
- Access to Employee Assistance Program

**Applications close: Monday 3rd June 2025**



## Apprentice - Auto Electrician

### About Us

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees, including 95 apprentices. Our primary focus is on our people and ensuring we develop our team members so they can reach their full potential. We will ensure you graduate as an industry best tradesperson through our in-house Registered Training Organisation (RTO) and on-the-job training that will see a range of experiences provided such as workshops, mine sites, regional branches, and field service opportunities.

### About the WesTrac Apprenticeship Program

An Apprenticeship with WesTrac allows you to earn while you learn. Apprenticeships last for a 4 or 6 (dual trade) year period and upon completion you will have gained a nationally recognised trade qualification and a wealth of both business and industry exposure.

You will be guided through our rotation program which includes classroom and workshop training at our Training Institute and on the job learning in our workshops. The WesTrac Apprentice program is designed to give exposure to all areas of the business. At times you will be required to travel to other branch or site locations in the Hunter Valley and across NSW/ACT.

A career with WesTrac can take you anywhere and an apprenticeship can open pathways to roles in all areas of our business including field service, specialist technician roles, sales, project management, executive leadership, engineering, strategy, business intelligence, technology, training and many more!

This position is based from WesTrac Mt Thorley. If you wish to apply for a different trade or location, please see the full list of apprenticeship vacancies on our careers website.

### About You:

- Over 16 years of age by December 10 2024
- Great communication, reading and writing skills
- Interest and passion for machinery and hands on learning
- Drivers licence and reliable transport OR close to obtaining drivers licence with ability to get to and from work each day and to our Tomago Head Office for training
- Honest, reliable and a team player



## Fabrication Apprenticeship

### **Join AGL Macquarie for the 2025 Fabrication Apprenticeship.**

Are you a school leaver who wants a career using your hands? Or have you been out in the workforce and tried other roles or industries and it hasn't felt right? If so, this could be the sign you need to start your new career with AGL as an Fabrication Apprentice.

At AGL Macquarie in the Hunter Valley NSW, we are seeking candidates to join our team as a Fabrication Apprentice. This four-year fixed term apprenticeship offers the opportunity to gain a nationally recognised Trade Qualification in a supportive and team-oriented environment.

At AGL, we value diversity and welcome applicants from various backgrounds and genders, including Aboriginal and/or Torres Strait Islander peoples, individuals with disabilities, culturally diverse individuals, and members of the LGBTQ+ community.

### **What You'll Receive:**

- Nationally recognised Trade Qualification.
- Above industry-standard remuneration
- The opportunity to get involved in a range of Diversity and Inclusion Networks which support AGL's six inclusion dimensions: First Nations, Gender, Disability, Caring, Cultural Identity and LGBTQ+.
- Access an amazing discount on energy and share discounts with your family and friends.
- Support from a company renowned for developing outstanding apprentices.
- Opportunity to learn in a team-oriented and supportive environment with On-the-job and Tafe training
- Participate in Energise - our reward & recognition program.

Employee Assistance Program (EAP) - AGL's offers a confidential and independent counselling and advice service for employees and their immediate families for personal and work-related problems.

### **To be successful, you'll need:**

- Completion of Year 10 or equivalent by the end of 2024.
- Demonstrated interest in your nominated trade.
- Strong commitment to safety.
- Reliable transport and driver's license (no public transport to AGL Macquarie)

### **How to Apply:**

Please submit your application, including your Cover Letter and Resume outlining your relevant qualifications and experience, and your two most recent school reports (if applicable).



13th May 2024

LIKE us on  
**Apprenticeship**



## Electronics Apprenticeship

HunterNet Career Connections

HunterNet Career Connections, in partnership with our host company are seeking an Electronics Apprentice to join the team in Cardiff. This is an exciting opportunity for a school leaver or someone looking for a career change to complete the Certificate III Electronics and Communications whilst working full-time.

Our host company is a nationally recognised and reputable electronics company that repair and sell electronics, particularly mobile phones. We are looking for the right candidate that is capable of working in a fast-paced environment when busy, but has the ability to take initiative and keep busy during quieter periods.

Working under close supervision from experienced technicians, the apprentice will perform a variety of technical maintenance and repair activities on a range of different brands and devices. Activities may include: installing software, setup, test and troubleshoot, repair and modify and maintenance. You will also gain manufacturer accreditation from Samsung, Nokia and Motorola.

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

- A full-time job
- Paid study time
- 4-year initial contract with long term career opportunities
- Gain a nationally recognised qualification
- One on one mentoring and support

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

- Fault finding and fixing faults with mobile phones and installs
- Working towards the KPI's of the business
- Work in line with maintenance schedules with current servicing requirements
- Reporting to the service manager
- Follow all WHS policies and procedures
- Complete TAFE competencies as required
- Such other responsibilities as are appropriate from time to time as directed by Management

### **We're looking for applicants who are:**

- Highly driven and motivated
- Have an eye for detail with a high level of accuracy
- Work well in a team environment
- Committed to completing practical and theory-based study requirements of a 4 year apprenticeship

13th May 2024

LIKE us on  
**Apprenticeship**



## Apprentice - Plant Mechanic

### About Us

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees, including 95 apprentices. Our primary focus is on our people and ensuring we develop our team members so they can reach their full potential. We will ensure you graduate as an industry best tradesperson through our in-house Registered Training Organisation (RTO) and on-the-job training that will see a range of experiences provided such as workshops, mine sites, regional branches, and field service opportunities.

### About the WesTrac Apprenticeship Program

An Apprenticeship with WesTrac allows you to earn while you learn. Apprenticeships last for a 4 or 6 (dual trade) year period and upon completion you will have gained a nationally recognised trade qualification and a wealth of both business and industry exposure.

You will be guided through our rotation program which includes classroom and workshop training at our Training Institute and on the job learning in our workshops. The WesTrac Apprentice program is designed to give exposure to all areas of the business and sees you move throughout different speciality workshops every 3-6 months. At times you will be required to travel to other branch or site locations in the Hunter Valley and across NSW/ACT.

A career with WesTrac can take you anywhere and an apprenticeship can open pathways to roles in all areas of our business including field service, specialist technician roles, sales, project management, executive leadership, engineering, strategy, business intelligence, technology, training and many more!

### As an Apprentice Plant Mechanic you will learn how to:

- Inspect, diagnose and repair a vast range of Caterpillar Mobile Plant equipment
- Perform component overhauls and planned component change outs
- Assemble new machines to customer specifications
- Interpret schematics and technical drawings
- Service machines and write service reports
- Rebuild machines
- Safely operate workshop equipment such as forklifts, overhead cranes and tools
- Maintain a safe working environment
- Navigate Caterpillar systems to ensure all work is done in accordance with Caterpillar's quality standard

13th May 2024

LIKE us on  
**Apprenticeship**



## Apprentice - Spray Painter

### About Us

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees, including 95 apprentices. Our primary focus is on our people and ensuring we develop our team members so they can reach their full potential. We will ensure you graduate as an industry best Tradesperson through a blend of on the job learning at our world class facility and classroom training via a Registered Training Organisation (RTO).

### About the WesTrac Apprenticeship Program

An Apprenticeship with WesTrac allows you to earn while you learn. Apprenticeships last for a 4 year period and upon completion you will have gained a nationally recognised trade qualification and a wealth of both business and industry exposure.

A career with WesTrac can take you anywhere and an apprenticeship can open pathways to roles in all areas of our business including Leading Hand roles, sales, project management, executive leadership, engineering, strategy, business intelligence, technology, training and many more!

This position is based from WesTrac Tomago. If you wish to apply for a different trade or location, please see the full list of apprenticeship vacancies on our careers website.

### As an Apprentice Spray Painter you will learn how to:

- Inspect a vast range of Caterpillar Mobile Plant equipment parts and components
- Strip, prep and mask equipment
- Perform a range of resurfacing and refinishing techniques
- Prime and colour match
- Use a range of different spray painting techniques
- Safely operate workshop equipment such as forklifts, overhead cranes and tools
- Maintain a safe working environment
- Navigate Caterpillar systems to ensure all work is done in accordance with Caterpillar's quality standard

### About You:

- Over 16 years of age by December 10, 2024
  - Great communication, reading and writing skills
  - Interest and passion for machinery and hands on learning
  - Drivers licence and reliable transport OR close to obtaining drivers licence with ability to get to and from work each day and to a local TAFE for training (approx. 1 day per week)
- Honest, reliable and a team player

13th May 2024

LIKE us on  
**Apprenticeship**



## 3rd or 4th Year Plumbing Apprenticeship

### About this opportunity

You will complete a Certificate III in Plumbing through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with your Host Employer.

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

- Install water services and sewers
- Look after water mains & service connections.
- Resolve sewage blockages and deal with water services on residential properties.
- Install pressure sewer pods, perform restorations, and work in reservoirs.
- Work with qualified tradesmen to complete business operations.
- Maintain sewer pump stations, excavate, mow, and drive trucks (MR licence preferred or willing to gain)

### The successful applicant

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

- Demonstrated interest and passion for the industry.
- Currently completed at least 2nd year level of apprenticeship (transcript or proof of course progress will be requested during recruitment stages)
- Positive attitude and willingness to learn and develop new skills and knowledge.
- Strong interpersonal, verbal and written communication skills.
- Strong organisational skills and the ability to multitask in a busy environment.
- Ability to work in a team environment and positively contribute to team goals.
- Ability to undertake a Standard Medical including Audiometry, Spirometry, functional and a drug and alcohol screen.
- Working with Children Check (or willingness to obtain)
- Evidence of vaccinations being up to date for Hep A & B and Tetanus
- Willingness to take on call jobs

### It will help if you have

- Current Driver Licence (P2 or above)
- WHS Construction White Card
- Current Working at Heights

13th May 2024

LIKE us on  
**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.





## 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.

13th May 2024

LIKE us on  
**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.



## 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](mailto: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*



## 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.

13th May 2024

LIKE us on  
**Traineeship**



## Pest Control Technician - Trainee

Superior Pest Management is a rapid growing family-owned business with over 35 years of successful trading in Newcastle & The Hunter. Our technicians carry out a diverse range of pest management services.

We are looking to employ a well presented Trainee Pest Management Technician with a can do attitude. No experience is required.

Superior Pest Management provides competitive rates of pay, full training, the latest technology and a fully serviced vehicle to carry out your duties.

### **About you:**

- You like learning new things and enjoy problem solving.
- Professional presentation.
- Excellent verbal and written communication skills.
- You are friendly and professional, with great customer service skills.
- You have a driver's license & can drive a manual (P Plates OK).
- Job security is important to you.
- Honest, reliable, positive approach to work.
- Physical fitness and good general health (ability to work in both crawl spaces and roofs as required).
- Punctual for start times that can vary, and have flexibility in working hours.
- Prepared to work weekends when needed.

If you have any further questions, please contact [Ron@superiorpest.com.au](mailto:Ron@superiorpest.com.au)

## Traineeship in Dental Assisting Suit School Leaver At Warners Bay Near Newcastle

Are you confident, reliable, friendly, have an attention to detail and willing to learn new skills? If this sounds like you, we have a certificate 3 traineeship in dental assisting available at our state of the art and highly professional dental practice.

This paid twelve month traineeship is perfect for school leavers or anyone else wanting to gain a qualification in health services while earning an income with the potential for further employment upon completion.

Our dental practice is located at Warners Bay NSW, near Newcastle overlooking Lake Macquarie.

Please send a cover letter and resume to us if you would like to take advantage of this great opportunity.

13th May 2024

LIKE us on  
**Traineeship**



## Scaffolding Traineeship

Apprenticeship Careers Australia (ACA) is a leading employer of Trainees in the building and construction Sector. We help mentor and support the next generation of Construction Trainees through employment and vocational education pathways. Highly skilled, experienced scaffolders continue to be both in short supply and high demand across Australia. ACA are looking for eager candidates to start their epic career in Construction.

### What are the benefits?

- "Earn and Learn" Gain a Trade Qualification
- A qualified mentor who will guide you through your Traineeship

### Key personal attributes:

- Sound numeracy, written and verbal communication skills
- Reliability and punctuality
- Physically fit for the role
- Motivated and eager to learn with a strong work ethic
- Someone who follows procedures and works safely
- Someone who takes pride in their work

### The Role:

As a Trainee Scaffolder, you are equally crucial, as you ensure that the team remains productive by assisting wherever needed, all while absorbing vital knowledge to put toward your traineeship. With time, trainees can progress to become advanced scaffolders, taking on more complex tasks and responsibilities.

### Duties May Include:

1. **Assisting in Erection and Dismantling:** One of the primary duties is helping with the setup and removal of scaffolding structures.
2. **Safety Checks:** Under supervision, you'll learn to conduct essential safety checks, ensuring that the erected scaffold is safe for use.
3. **Handling Materials:** The job involves moving and managing heavy components, making physical fitness a must.
4. **Maintenance:** Regular maintenance checks and repairs are crucial. As a trainee, you'll learn how to spot issues and resolve them.

### Potential Candidates:

- Must be Australian Citizen or Permanent Resident
- Must have a Current Drivers Licence & own transport
- White Card required
- Analytical and technical mindset
- The ability to understand written and verbal instruction
- Highly motivated team player
- Must be willing to complete a Certificate III in Scaffolding - CPC30920

If you have the required skills and passion for Construction and working with Scaffolding, **click apply now**, we want to hear from you!

*At Apprenticeship Careers Australia, our values guide all that we do and who we are. We are passionate about providing an inclusive workplace, where we learn from each other to create a better Australia. We care about our people and those we represent, and we achieve success through a collaborative and courageous working environment.*





## Certificate III Business Administration Traineeship

### About Us

Booth Contracting is a locally owned and operated plumbing and gas fitting business servicing the Upper & Lower Hunter and all Newcastle areas. We provide a professional, supportive, and friendly team environment.

### The Role

We are currently looking for someone to join our team to complete a traineeship in Business Administration. You will be directly reporting to the Office Manager and assisting office staff with ad-hoc duties.

### Duties and Responsibilities

- Answering phone calls and taking bookings.
- Chasing overdue bills
- Contacting customers
- Replying to emails in the main email inbox
- Filing
- Ad-hoc duties\responsibilities

### Essential – Skills, Qualifications, Attributes and Experience:

- Organised
- Multi-Tasker
- Attention to detail
- Able to follow tasks
- Work well under pressure and fast paced environment
- Willingness to learn our procedures and work as part of an admin team
- Excellent written and verbal communication skills
- Able to confidently deal with a variety of customers and suppliers
- Basic computer knowledge with word and excel
- Previous experience with Simpro would be an advantage

### Next steps:

If you are ready to apply, please email your cover letter and resume to [admin@boothcontracting.com.au](mailto:admin@boothcontracting.com.au)

13th May 2024

LIKE us on  
**Traineeship**



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

### **About the business**

Elder Street Early Childhood Centre is an established, innovative and leading early childhood setting in Newcastle. Elder St has been operating since 2004 and is a 39 place long day care centre that welcomes all families into our community. We provide a unique learning experience for children aged birth to 5 years that focuses on each child's strengths and ideas. Our team of experienced educators has worked together for many years and from this knowledge base, we encourage and advocate for professional growth within the sector through the provision of our Traineeship program.

### **About the role**

This full time traineeship position is available immediately and will offer the candidate the opportunity to gain knowledge, skills and qualification whilst working with the children and team every day. The study component of the role is delivered within your working hours at the centre with occasional local on-campus face to face learning days over 18 months. Candidates will be working directly with children and families whilst learning about teaching and curriculum from team mentors. Traineeships at Elder St ECHC are a highly rewarding experience that offers only a few people per year a comprehensive quality first teaching experience to launch their life long teaching and learning journey. **Candidates must be 18 years or over and have not obtained a Certificate III qualification in any other industry in the last 7 years.**

### **Skills and experience**

No previous early childhood education and care experience is required. We will be looking for self motivated, energetic, curious and resilient people for this role. Any previous team-based work and strong communication skills will be highly desirable.

# Youth Links



13th May 2024

LIKE us on  
**Traineeship**



## Certificate III Trainee - Bolwarra

### Join Our Passionate Team at Tillys Play and Development Centres!

Are you ready to embark on an exciting journey in Early Childhood Education and Care? Look no further! Tillys Play and Development Centres, a beloved family-owned business, has been a beacon of high-quality care and education for children aged birth to 12 years since 1994.

### Trainee Opportunities (Certificate III ECEC) - Bolwarra Centre

We're thrilled to announce openings a passionate and eager-to-learn trainee to join our team at the Bolwarra centre. As we go above and beyond regulatory requirements, you'll play a vital role in enhancing our educator-to-child ratios.

### Benefits of Working with Us

**5 Days a Week** - Embrace a consistent schedule of 38 hours per week.

**Competitive Pay** - Enjoy wages at CSE Level 1.1 (\$23.11/hour).

**Learning Environment** - Learn from our dedicated educators, fostering a stimulating, positive, and inclusive setting.

**Personal Growth** - Thrive in a nurturing workspace that encourages both personal and professional development.

**Renowned Reputation** - Tillys is acclaimed in the industry for exceptional childcare and staff support.

**Complimentary Uniform** - Sport our stylish uniform while on the job

**Study Support** - Receive dedicated off-floor time for study purposes.

**Cutting-edge Resources** - Utilize laptops, computers, and iPads in each room.

**Monthly Incentives** - Enjoy rewards like free movie tickets and gift vouchers.

**Paid Meetings** - Get compensated for attending team meetings.

**Support Network** - Access our Employee Assistance Program and a 20% staff discount on childcare fees.

**Banking Benefits** - Benefit from Westpac workplace banking perks.

**Fitness Discounts** - Avail discounted gym memberships

**Referral Bonuses** - Refer friends and enjoy our employee referral bonus program.

### Essential Requirements

**Flexible Availability** - Adapt to various shift times and days.

**Passion and Commitment** - Embrace a strong commitment to quality care and education.

**Learning Dedication** - Exhibit a drive to learn and complete your studies. **Positive Traits** - Demonstrate enthusiasm, motivation, professionalism, flexibility, and reliability.

**Professional Growth** - Prioritise ongoing professional development, including training programs and workshops.

### Relationship Build

**ing** - Form and maintain positive relationships with families, children, and fellow Educators.

**Safety Check** - Possess a valid Working with Children Check (don't worry, we can help you with this!).

**Effective Communication** - Maintain a high standard of written and verbal communication.

### Daily cleaners

### Your Application Matters

When applying, please include a brief cover letter explaining why pursuing a traineeship in this industry resonates with you.

Thank you for your interest! We'll be in touch if you're shortlisted for an interview.

Please note: Only shortlisted candidates will receive further communication.

13th May 2024

LIKE us on  
**Traineeship**



## Childcare Traineeship

**Toronto, Tighes Hill, Belmont North, Charlestown & Adamstown Locations Available**

**Start your career in Early Childhood Education & Care!**

Kinda Kapers is a family-owned Long Day Care & Preschool provider with locations across Newcastle and the Hunter. We cater for children aged 6 weeks to 6 years, and have been educating and caring for children for over 30 years!

We are looking for nurturing, caring, energetic and motivated people who wish to commence a **traineeship** for a **Certificate III in Early Childhood Education and Care** to join our team. (Must be 18 years or over, mature candidates welcomed)

Kinda Kapers prides ourselves in offering a career in the Early Childhood industry, offering new entrant traineeships a place to gain their Certificate III in Children's Services. On completion the majority of our trainees are offered the opportunity to continue working with Kinda Kapers while studying to gain their Diploma of Children's services through TAFE NSW.

### **Kinda Kapers Bonuses & Perks**

As a member of the Kinda Kapers team, we offer our employees:

- Above Award Wages!
- An inclusive and welcoming team environment to work and study.
- Opportunities for growth, development and career advancement at one of our seven centres around the Newcastle, Lake Macquarie & Maitland region
- Chance for career progression – embedded mentoring program at each service, where senior staff mentor junior staff through their studies, setting and achieving professional goals and navigating advancement and training in the industry.
- Unlimited opportunities to conduct online training through the ECA Hub
- Above-award wages for trainees! Once finished Certificate III Kinda Kapers offers above-award wages for staff continuing their professional development!
- Negotiable working contracts offering full time and part time employment
- Rotational rosters that allow for work-life balance, offering allocated days off
- Significantly subsidised childcare fees for employees with children - **\$10 per day!**

All Applicants are required to have:

- A passion to educate and care for children
- A willingness to study, learn and work within a team environment
- An approachable, friendly and positive attitude
- The ability to have fun and enjoy the company of children
- An approved Working with Children's Check
- 17 years or older. More mature candidates welcome

**If you are passionate and possess these skills, we would love to hear from you and have you join our family. Please apply with resume and cover letter via Seek, or to [ryan.peden@kindakapers.com.au](mailto:ryan.peden@kindakapers.com.au)**

13th May 2024

LIKE us on  
**Traineeship**



## Trainee Sales Assistant

Are you a mature person looking for an entry-level, opportunity to kick start your Real Estate Career.

**LJ HOOKER CESSNOCK** an opportunity has opened up for a mature and dedicated individual to join our team and we are looking for **Trainee Sales Assistant**. This position is Full Time and includes every Saturday.

### The Benefits:

- **training wage (relevant to the real estate industry award) + Super + Car Allowance + Company Phone**
- Certificate IV – Property Services at the end of your training
- Paid Birthday leave
- Community and Charity fun days
- Fun team events including the Annual Corporate Awards night & Christmas Party
- Internal employee awards and benefits
- Rostered day off each week

### About The Role:

- Supporting Lead Agent with diary management and assisting with day to day tasks
- Letterbox Drops, Marketing and Phone Calls
- Conduct open homes and buyer appointments
- Administration and Compliance work
- Willingness to undertake a full traineeship for Certificate IV – Property Services upon completion
- Would suit a committed mature person
- **You will be required to work every Saturday**

### Skills & Experience:

- **MUST HAVE the NSW Assistant Agent Certificate of Registration**
- Excellent written, organisation and verbal communication skills
- disciplined, reliable and committed
- Confidence using a wide variety of technology, preferably including Microsoft Office
- Able to quickly build rapport with clients over the phone and face to face
- Outgoing, friendly and service orientated
- Willingness to learn and comfortable with receiving constructive feedback
- Unrestricted Driver's licence and reliable car
- Willingness to undertake a full traineeship for Certificate IV – Property Services

All applications will be treated with the strictest confidence.

***\*\*It is a requirement when applying for this role and imperative that you have your NSW Assistant Agent Certificate of Registration as part of the industry employment requirements***

**Only suitable applicants will be contacted**

**Please note:** *Our agency is dedicated to servicing our clients, customers and community. We do not accept direct applications and will not accept "door knock" interviews either. Please only apply directly via SEEK as any other application submission may result in dismissal without consideration.*



## Childcare Traineeship

We are looking for a dynamic and enthusiastic learner who is excited about commencing their career in Early Childhood Education and Care.

This is a great opportunity to gain a qualification whilst working in a most rewarding profession. The Cert III Traineeship is a 18 month program and further career opportunities may be available to successful applicants.

Joining the Cessnock ELC Family, we'll give you a great place to work, incredible colleagues and benefits that include:

- Paid Traineeship
- Paid First Aid and CPR Training
- Paid Wellness Leave
- A focus on Professional Development and Training
- Employee Assistance Program, including access to Health and Wellness Programs
- Staff Mentoring Programs
- Monthly Employee Appreciation Awards and Morning Teas
- Employee Referral Bonus Program
- Fantastic Career Advancement Opportunities
- Long Service Awards
- Uniform Provided

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

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

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

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

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

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

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

This qualification is fully funded by the employer and you will be provided with regular study time during your roster.

As this is a traineeship position, no other previous experience is necessary

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



# Youth Links



13th May 2024

LIKE us on  
**Traineeship**



## 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 Elmore 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

### **Your key priorities will be to:**

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

Only selected applicants for interview will be contacted.

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

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

# Youth Links



13th May 2024

LIKE us on  
**Traineeship**



## Childcare Traineeship - Cert III or Diploma in Early Childhood

There has never been a better time to gain a Certificate III in Early Childhood! Or, if you already have your Cert III in Early Childhood and are seeking to do your Diploma, we have the perfect opportunity for you.

At Imagine, we are a community that nurtures dreams, fosters growth, and creates a brighter future for our children.

The childcare industry is flourishing, ensuring robust job security into the future. If you are ready to jumpstart your career, Imagine Early Learning & Childcare invites you to complete your training while being supported by our welcoming, dynamic, forward-thinking team.

Course fees are fully covered, plus up to \$5000.00 paid directly to you by the Government. This subsidy is paid on top of your wage.

Whether you are a young person looking to embark on a new career, or a mature-aged applicant seeking a career change, we encourage you to apply. Part-time positions may be considered in some circumstances. **Commencement dates are flexible.**

### **Benefits of doing a traineeship at Imagine Early Learning:**

- Gain hands on experience whilst working alongside a dedicated and supportive team;
- Dedicated mentors to provide guidance and support;
- Earn while you learn;
- No course fees;
- We pay above award;
- Attractive Government incentives paid directly to you in addition to your wage;
- Future opportunities for career advancement within our organisation – we love seeing trainees advance in their career through further training and promotions within our organisation; and
- Subsidised childcare fees and gym membership (Genesis Gyms).

### **About Imagine Early Learning & Childcare:**

Imagine Early Learning is a leading Early Childhood organisation located within the Newcastle and Lake Macquarie region. At Imagine, we take pride in supporting our team to continue their professional journey, to advance in their early childhood careers and to deliver high quality care and learning to children and their families.

We are a forward-thinking organisation with a strong focus on environmental sustainability, inquiry-based learning, creativity and managed 'risky' play opportunities. Dedicated educators who are passionate about helping children to learn and grow are integral to the achievement of our mission, which is to provide a consistently excellent standard of care and education.

### **Eligible candidates will need to demonstrate the following skills:**

- Excellent written and verbal communication skills;
- Exceptional work ethic and commitment to working as a part of team;
- Reliability and ability to work flexible hours between Monday and Friday; and
- A genuine desire to enter the Early Childhood Industry.

We welcome your application to join the Imagine team.

If you have a location preference, please indicate this in your application. Our centres are located in Merewether Heights, The Junction, Mayfield, Garden Suburb, Toronto and Valentine.

To apply, please click on the 'Apply' button and submit your resume and cover letter.

If you have any questions, please contact us on [hello@imaginechildcare.com.au](mailto:hello@imaginechildcare.com.au)

# Youth Links



13th May 2024

LIKE us on  
**Traineeship**



## TRAINEE CERTIFICATE III in Early Education and Care

A jump start to your career in Early Childhood, take the leap and begin your traineeship with us! This role is the first building block needed to construct a passionate and engaged Early Childhood Educator. And the best bit is that you **EARN WHILE YOU LEARN**.

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

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

LMEP employs only the highest qualified and experienced staff to educate and care for children.

These staff will support you through your journey to ensure an enjoyable experience.

Positions are available for a Trainee Certificate III under the Children's Services Award 2010.

Applicants must undertake a working with children check.

Previous applicants will need to reapply.

### **What we can offer:**

- Well **above award wages**
- **95%** discount on childcare fees
- Ongoing **Professional Development**
- The support and ability to **continue your studies** (Diploma or Degree)
- Extended **programming and professional development hours**
- A joyful, supportive, **family like environment**

### **Essential Requirements:**

- Must be over 16 years of age.
- Able to work as part of a team.
- Have effective communication skills.
- Have experience interacting with children.
- Highly motivated and show initiative.
- Healthy and Energetic

### **Desirable Skills:**

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

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

**APPLICATIONS CLOSE; WEDNESDAY the 5th of JUNE 2024**

Email: [Director@lmep.com](mailto:Director@lmep.com)

Attention: Carolyn Roussos

13th May 2024

LIKE us on  
**Traineeship**



## Trainee to complete a Certificate III in Early Childhood Education

***WE OFFER A BONUS OF A \$250 GIFTCARD AFTER 2 WEEKS AND ANOTHER \$250 GIFTCARD AFTER 6 MONTHS OF PERMANENT EMPLOYMENT (conditions apply)***

We are looking for enthusiastic, passionate and motivated Certificate III, Diploma and Bachelor qualified Early Childhood Educators to join our team on either a part time permanent or full time permanent position.

You can also do a Certificate III Early Childhood Traineeship with us if you want to pursue a career in Early Childhood Education.

We are committed to creating and maintaining an environment that promotes the safeguarding of all children. This includes acting ethically towards children and encouraging a culture where the prevention and reporting of inappropriate behaviour and abuse is supported and encouraged. All staff and visitors are responsible for promoting the safety, wellbeing, and empowerment of children.

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

- Sign-on and retention bonus!
- 20% discount on childcare fees
- Access to professional development, coaching, curriculum and in-centre mentoring
- Career advancement opportunities – from in-centre to capacity and capability leadership opportunities
- High-quality, well-resourced environments for children and Educators
- Financial benefits including attractive remuneration, generous childcare discounts
- Flexible work options
- Financial Assistance-opportunity to apply for Early Childhood Teacher Scholarship Program

### **What you can be a part of...**

- Motivate and lead a team of educators
- Develop a lifelong love of learning through child-led inquiries, and positive experiences within our community.
- Design, implement and evaluate educational programs for our children, allowing for the unique and individual interests and strengths of each child.

Support the Centre to Meet/Exceed the National Quality Standards

13th May 2024

LIKE us on  
**Traineeship**



## Early Childhood Educator - Trainee (known within Council as Children's Services)

Early Childhood Educator - Cert III Trainee  
Upper Hunter Early Learning Centre - Scone  
(Known within Council as Children's Services Assistant- Trainee)  
Temporary Full Time (up to 18 Months)

### The role:

Council is seeking an enthusiastic and motivated individual to undertake the above position. The Children's Services Officer - Trainee will work as part of a professional, cooperative team to provide high quality long day childcare services and educational programs for the children in the Early Learning Centre whilst undertaking Certificate III qualifications (Children's Services).

### What we need from you:

Applicants should be enthusiastic, self-motivated, have an excellent work ethic, be committed to undertaking relevant studies and training and have a genuine desire to work with children in a long day care setting. All applicants must hold or be eligible to obtain a current Working with Children Check.

### What we have to offer:

As a valued member of our team, you will receive the following benefits:

- \$452.20 - \$889.00 per 35 hour week (depending on level of school completion) + 11% super and the opportunity for salary progression
- Generous leave provisions and professional development opportunities;
- On the job training by a well-established, values driven, supportive team;
- Work-life balance working Monday to Friday (no weekend work); and
- An opportunity to make a difference to the next generation.

### About us:

Council is a progressive and caring organisation where all our employees work together to deliver quality services to support our community. We strive to make a difference and add value to the lives of our community. Everything we do is underpinned by the values of the organisation and staff, which are being honest, open and accountable, having mutual respect for all people and cultures, ensuring we deliver on our commitments, providing efficient, effective and reliable services to ensure staff and community safety and to provide improved environmental responsibility.

Located in the picturesque Upper Hunter, our shire encompasses the townships of Merriwa, Murrurundi, Aberdeen and Scone. All great places to live and work, come and see for yourself!

**Closing Date:** Friday 17th May 2024 - 4:00pm

### Enquiries and Further Information

Give **Shannon Moore**, ELC Coordinator, a call on [02 6540 1345](tel:0265401345) or e-mail [hr@upperhunter.nsw.gov.au](mailto:hr@upperhunter.nsw.gov.au) to discuss this opportunity.

### How to Apply

All applications are to be submitted and the key selection criteria addressed online by the closing date by clicking "Apply for this job" or through Council's website - [www.upperhunter.nsw.gov.au](http://www.upperhunter.nsw.gov.au)

*We welcome candidates from all backgrounds and value diversity and inclusion in our workplace. We encourage all applicants, including Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ and culturally diverse communities to join Council.*

*Council will provide reasonable adjustments for individuals with disability throughout the recruitment process. If you identify as a person with disability and require adjustments to the application, recruitment, selection and/or assessment process, please advise via [hr@upperhunter.nsw.gov.au](mailto:hr@upperhunter.nsw.gov.au) or [02 65401100](tel:0265401100) to discuss.*



## Trainee Asset Finance Broker

### About us

Castle Finance houses both Mortgage Brokers and Asset Finance Brokers. We are focused on delivering exceptional customer outcomes through seamless transactions. We are looking for a driven individual to add to our team.

### Qualifications & experience

- No finance experience necessary!
- Previous finance experience would be advantageous however not crucial for the right applicant
- Exceptional interpersonal skills with the capability to build and foster strong relationships with clients
- History in sales would be viewed favourably
- Effective time management skills
- Current network for potential lead generation or the passion to build
- Strong work ethic with a willingness to learn

### Tasks & responsibilities

- Cultivate and manage relationships with clients to understand their financial needs and goals
- Structure and negotiate finance deals that meet the unique requirements of our clients.
- Provide exceptional customer service throughout the entire finance process, from application to settlement.
- Collaborate with our team to continuously improve processes and exceed performance targets.
- Ambitious individual who takes initiative to achieve and outperform set targets

### Benefits

- Cert IV in Finance provided with training and support to complete
  - An inclusive culture of dedicated, passionate, and professional team members
  - Contemporary, modern office located in The Junction
  - Face to face access and mentoring from Senior broker with 10 years industry experience
  - Training and ongoing support from the collective management team to help you reach your full potential
  - Shut down period over Christmas break
  - High focus from management team on work life balance
- Earning potential uncapped through commissions



13th May 2024

LIKE us on  
**Traineeship**



## Vehicle Sales Consultant - Trainee

### **Join Our Team at Kloster Volkswagen - Unlock Your Potential!**

Are you ready to embark on an exciting journey in the automotive industry? Look no further! At Kloster Volkswagen, we're offering an incredible opportunity for a dynamic individual to join our established team. As part of the Tony White Group (TWG), one of Australia's leading automotive retail groups, we're proud to represent excellence in the industry.

#### **About Us:**

Kloster Motor Group is part of the Tony White Group (TWG), one of Australia's leading automotive groups. With 50+ locations in Queensland, New South Wales, Victoria and Tasmania, TWG collectively employs over 2,500 industry professionals. While the portfolio is already extensive, TWG is set for further growth. In Newcastle/Hunter, TWG is located in Hamilton, Cardiff, Rutherford and Raymond Terrace in 17 dealerships supported by 400+ staff.

#### **About You:**

Are you driven, enthusiastic, and eager to learn the art of new vehicle sales? If so, this role at Kloster Volkswagen is tailor-made for you. We're seeking an individual with a background in retail or hospitality who is keen to dive into the exhilarating world of automotive sales. Join our experienced and supportive team as you embark on a journey to uncover your true potential.

#### **What You'll Do:**

- Engage with showroom visitors, creating meaningful interactions
- Address inquiries from customers via internet, phone and email
- Maintain a meticulous record of leads using our AutoPlay database
- Undertake diverse responsibilities, including vehicle handovers, test drives and yard changes

#### **What You've Got:**

- An outgoing and approachable personality
- A positive, can-do attitude that radiates enthusiasm
- A strong commitment to delivering exceptional customer service
- Effective communication skills that resonate with a diverse audience
- A natural aptitude for collaborative teamwork
- A valid Australian driver's licence

#### **What You'll Get:**

- Engage with a supportive, highly experienced team
- Uncapped commission structure, following a qualifying period
- Ongoing manufacturer and internal training
- Access exclusive discounts on vehicle purchases, financing, servicing, and parts

#### **Start Your Journey:**

If you're ready to kickstart a rewarding career with massive potential for growth, this is your chance. As a new entrant, you'll step into a world of possibilities. Your journey will be guided by the mentorship and support of our experienced team members, ensuring you're equipped for success.

#### **To Apply:**

Join us in shaping the future of automotive sales! Alongside your resume, compose a cover letter that addresses the criteria outlined above. Use this opportunity to showcase how your skills and experiences align perfectly with this position.

**\*Please note that only shortlisted candidates will be contacted.\***

13th May 2024

LIKE us on  
**Traineeship**



## Land Management Trainee - Indigenous Identified Position

This position has been designated for Aboriginal and Torres Strait Islander people only under the provisions of section 126 of the Anti-Discrimination Act 1977 (NSW).

### What's on offer

- Join a land management crew that is 100% First Nations representation
- Opportunity to work outdoors on country for the majority of the role
- Ongoing training and support and a friendly work environment
- Career progression opportunities and exposure to other areas of the business

### What you'll be responsible for

- Assist in the development and implementation of land management plans
- Participate in the maintenance and improvement of country land, such as fencing, weed control, erosion prevention, and revegetation projects
- Assist in the coordination and implementation of pest and wildlife management programs
- Attend relevant training and professional development opportunities to enhance knowledge and skills in land management practices
- Collaborate with landowners, community groups, and government agencies to promote sustainable land management practices and provide educational resources

### What you'll need to be successful

- High school Certificate or equivalent qualification preferred
- Construction White Card
- Strong interest in land management, conservation, and sustainable practices
- Valid drivers licence and access to a vehicle as the site is not accessible via transport
- A willingness to learn and interpersonal skills

Veolia's AlwaysSafe culture means that we care about the safety of people on our sites. We operate a zero tolerance drug and alcohol approach and shortlisted candidates must be prepared to undertake a full pre-employment medical check which includes drug and alcohol screening. Shortlisted candidates must also be willing to undergo a National Police Clearance.

### A Veolia Career

All of our employees are entitled to:

- Employee share plan
- Support to pursue educational and development opportunities
- Access to endless career options and pathways, Veolia promotes from within
- Employee Assistance Program (EAP)
- Bupa health insurance discount
- Corporate Discounts
- Fitness Passport
- Volunteer Opportunities
- Salary sacrificing (i.e. super, novated leases)

**We are a Circle Back Initiative Employer and commit to respond to every applicant.**

Our environmental solutions help customers preserve and renew our natural resources, creating a better future for our planet. Here, you'll have the opportunity to build your career, and a more sustainable world.

Veolia welcomes applicants from all genders, identities, and cultural backgrounds to apply.

Don't meet every single requirement? You don't need to. Veolia is building a diverse and inclusive workplace that fosters innovation. If you're interested in this role, we would love to hear from you, even if your past experiences don't perfectly align with the skills we've listed. Eraring 2264



## Conveyor Belt Splicing Trainees / Technicians

Premier Conveyors is a leading NSW conveyor maintenance company providing a range of on-site conveyor services for the Mining, Quarrying & Construction industries.

Premier Conveyors has immediate opportunities for motivated individuals to join our service team as trainee conveyor belt splicers & Conveyor Technicians.

The positions are entry level opportunities to undertake Conveyor Belt Splicing Certificate III in Polymer Processing trade course.

The positions will work from our Beresfield facility as part of our field service team alongside experienced industry professionals.

### **Position Description - Type of Work**

- Conveyor Industry Safety Training
- Installation and splicing of conveyor belts
- Repairs and maintenance to conveyor systems
- On-Site and workshop tasks
- Inspections and audits of conveyor systems.

### **Valued Skills and Qualifications**

- Positive attitude & desire to succeed
- A current Construction Industry White Card
- Current NSW Driver's license.
- Ability to work in a team environment.
- Additional qualifications; Riggers, EWP tickets or truck licenses.

Premier Conveyors has built an enviable reputation in the industry with both clients and employees alike. Applicants will enjoy secure employment, excellent wages and work conditions with regular Overtime.

Applications may also be sent to; [vacancies@premierconveyors.com.au](mailto:vacancies@premierconveyors.com.au)



## Trainee or Experienced Finance and Insurance Business Manager

We are seeking a Finance and Insurance Consultant to join our team at Hunter Motor Group. Prior experience in automotive finance sales is desirable but not essential, as is your enthusiasm and flair for providing all our guests with the ultimate buying experience.

You'll have to hit the ground running, employing your finely hewn negotiation and closing skills to help us meet and exceed our dealership KPIs. Our sales team will want your assistance with double closing and deal negotiations.

You will also facilitate finance and insurance transactions for our dealership guests, all with a strict adherence to compliance. For this you will need excellent verbal and written communication skills.

A high level of computer literacy and a working knowledge of the Microsoft Office suite is also essential.

You will also need to be an Australian citizen or permanent Australian resident and hold a current Australian drivers licence.

If you think you have what it takes to be our Finance and Insurance Consultant, we'd love to hear from you. Complete the application form on our careers tab to get the ball rolling.

### **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.

13th May 2024

LIKE us on  
**Traineeship**



## Trainee or Experienced Finance and Insurance Business Manager

We are seeking a Finance and Insurance Consultant to join our team at Crossroads Subaru. Prior experience in automotive finance sales is desirable but not essential, as is your enthusiasm and flair for providing all our guests with the ultimate buying experience.

You'll have to hit the ground running, employing your finely hewn negotiation and closing skills to help us meet and exceed our dealership KPIs. Our sales team will want your assistance with double closing and deal negotiations.

You will also facilitate finance and insurance transactions for our dealership guests, all with a strict adherence to compliance. For this you will need excellent verbal and written communication skills.

A high level of computer literacy and a working knowledge of the Microsoft Office suite is also essential.

You will also need to be an Australian citizen or permanent Australian resident and hold a current Australian drivers licence.

If you think you have what it takes to be our Finance and Insurance Consultant, we'd love to hear from you. Complete the application form on our careers tab to get the ball rolling.

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

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

13th May 2024

LIKE us on  
**Traineeship**



## Trainee or Experienced Finance and Insurance Business Manager

We are seeking a Finance and Insurance Consultant to join our team at Newcastle Mazda. Prior experience in automotive finance sales is desirable but not essential, as is your enthusiasm and flair for providing all our guests with the ultimate buying experience.

You'll have to hit the ground running, employing your finely hewn negotiation and closing skills to help us meet and exceed our dealership KPIs. Our sales team will want your assistance with double closing and deal negotiations.

You will also facilitate finance and insurance transactions for our dealership guests, all with a strict adherence to compliance. For this you will need excellent verbal and written communication skills.

A high level of computer literacy and a working knowledge of the Microsoft Office suite is also essential.

You will also need to be an Australian citizen or permanent Australian resident and hold a current Australian drivers licence.

If you think you have what it takes to be our Finance and Insurance Consultant, we'd love to hear from you. Complete the application form on our careers tab to get the ball rolling.

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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.

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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.



13th May 2024

LIKE us on  
**Traineeship**



## CRIB RELIEF DUMP TRUCK TRAINEESHIP

Programmed Skilled Workforce

**Programmed Skilled Workforce** is currently seeking motivated candidates for an exciting opportunity to undertake a **Crib Relief Dump Truck Traineeship** with our valued client in the Upper Hunter Valley.

The roster will be an even time 7hr rotating day and night roster, including working two weekends a month.

### **Benefits:**

- Excellent flat pay rates ranging from \$35 - \$36 per hour
- Superannuation paid on all rostered hours
- Permanent opportunities may be available after successful completion of your traineeship
- Work with a great team that is committed to your safety and is a market leader

### **About your new role:**

This competency-based traineeship leads to a nationally recognised qualification, Certificate III - Surface Extraction Operations and offers the opportunity to commence a career within the mining industry.

### **About you:**

- Commitment to training and program duration
- Safety-conscious mindset, adhering to established safe working practices at all times
- Team player with a positive attitude
- Valid P2 driver's license or higher
- Must be able to drive a manual vehicle
- Local residential address to facilitate work arrangements and commute
- 2 reliable work-related supervisor references
- Clear the pre-employment Coal Services health medical check
- Availability for Singleton office interviews
- RMS driving record may be requested

### **Who we are**

As one of Australia's largest employers, we work with great companies all around Australia and New Zealand to give you the best opportunities to work when and where you want to.

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

13th May 2024

LIKE us on  
**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.

*This is an identified Aboriginal Position. Applicants must be of Aboriginal descent. Exemption is claimed under Section 14d of the Anti-Discrimination Act 1977.*



## Business Administration Traineeship

Greentree Financial is a long standing professional Financial Planning & Mortgage Broking practice located in Muswellbrook in the Upper Hunter. We are proud to offer a positive working environment in a fast paced practice.

We are currently seeking a trainee Administrative Assistant to join our team.

Our ideal candidate will be a team player who;

- Has successfully completed Higher School Certificate,
- enjoys working with people and to a high standard of professionalism,
- demonstrates a high level of personal presentation,
- shows attention to detail,
- can work independently toward strict deadlines,
- possesses excellent organisational and communication skills,
- understands the confidential nature of the Financial Services Industry,
- is comfortable in the use of Microsoft Office suite, and is willing to learn.

Above all, you will require a common sense approach to solving problems.

This position is an initial 12 month traineeship and entails full time employment combined with online study ~ Certificate III Business.

Salary and conditions in accordance with Banking Finance & Insurance Award (National Training Wage).

Interested?

Email your application, including a cover letter along with your resume (including 2 references) to [virginia@greentreefinancial.com.au](mailto:virginia@greentreefinancial.com.au)

Applications close 20 May 2024



## Business Traineeship

HunterNet Career Connections, in partnership with our host company, are seeking a Business Trainee to join the team in Cardiff. This is an exciting opportunity for a school leaver or someone looking for a career change to complete the Certificate III Business over 12 months whilst working full-time.

Our host company is a nationally recognised and reputable electronics company that sell and repair electronics, particularly mobile phones. We're looking for someone that can work in a fast-paced environment but has the ability to take initiative and keep busy during quieter periods.

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

- Earn while you learn!
- Gain a nationally recognised qualification
- Full access to our Employee Assistance Program
- Paid study time with one on one mentoring and support
- Supportive work environment that promotes inclusive culture

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

- Respond to inbound calls with customers
- Make outbound calls to customers and clients
- Handle inquires via email and phone call correspondence
- Follow up customer calls when necessary
- Communicate effectively with other departments and teams in the business
- Prepare quotations for customers
- Data entry duties
- Quality checking devices
- Claiming devices/parts

### **What we're looking for:**

- Highly driven and motivated
- Have an eye for detail with a high level of accuracy
- Work well in a team environment
- Exceptional customer service skills
- Committed to completing practical and theory-based study requirements of a 12-month traineeship

13th May 2024

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## Karuah Preschool Traineeship

Karuah Preschool is a not-for-profit, community based service catering for children 2-6 yrs. of age which has been educating children and supporting the families of Karuah and surrounding districts for over 40 years.

We believe that play is an essential part of childhood and that these early years are the foundation of all learning in both formal education and life skills.

We are seeking a passionate and enthusiastic person who is looking to build their career and engage in study, completing a Diploma Traineeship (Cert III Traineeship may be an option for the right candidate). You must be motivated person that is passionate about enriching the lives of young children with a desire to continue to learn and grow as a professional. This is a part time position working 30hours a week with commencement asap.

### **Requirements:**

- Current Cert III is preferable however a Cert III traineeship may be an option for the right candidate
- First Aid and CPR certificate (current prior to commencement)
- Current Working with Children Check
- Ability to work as a team member and contribute to a holistic and vibrant educational program and reflection

### **We are looking for an Educator who is:**

- Energetic, reliable, and trustworthy with a keen interest in continued professional development and reflective practice.
- Inspired by children and their learning, viewing children as capable and competent
- Wanting to create inviting and inspiring learning environments connected to the children's interests
- Passionate about their work and engagement with children and families, understanding the value early childhood education offers the community
- Solid verbal and written communication skills, and participate effectively in planning, programming and documentation & Values the importance developing genuine relationships and is flexible and responsive to the needs of other

### **Benefits of joining our team:**

- Opportunity working with an experienced supportive team
  - Become a part of our close-knit community where relationships are built on respect and value for the individual
  - Enjoy an inspiring work environment where the focus is on children, families, and learning
  - Opportunities for continuous reflection and professional development with ongoing training opportunities
  - A passionate team and supportive management that see our educators as capable, responsible, and creative contributors to our curriculum
- Fee relief for staff who's children are enrolled in our services



## Business Administration Traineeship

### EMPLOYEE BENEFITS:

- Rutherford Workshop based
- Competitive rates and weekly pay
- Earn up to \$5,000 when you successfully refer someone for a role
- Access to 20+ company-wide employee benefits to help you save money
- Work in an environment that fosters learning and development, training, career pathways, and progression

### WHAT THE ROLE INVOLVES:

- Answering phones/controlling Switchboard
- Greeting and onboarding Visitors and Subcontractors
- Conducting Inductions as required
- Fielding and actioning enquiries
- Collecting and downloading workshop data
- Entering Data and Processing in the ERP System
- Raising Purchase Orders
- Booking and coordinating third party services
- Maintaining and populating business processes
- General day to day admin (filing, data entry, processing etc)

### WHAT WE ARE LOOKING FOR:

- A genuine interest in business administration and a desire to pursue a rewarding career.
- Willingness to learn, adapt to a dynamic office environment, and collaborate as a team player.
- Experience working with Microsoft Office (Excel, Word)
- Strong attention to detail in administrative tasks.
- Commitment to completing on the job studies.

### ABOUT US:

Ampcontrol, Australia's largest privately-owned electrical engineering company, has acquired Hunter-based Androck Engineering and Mining. The acquisition provides an extraordinary level of value for both Ampcontrol and Androck customers, suppliers, and employees, to future-proof Australian manufacturing jobs and make net zero a reality!



13th May 2024

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## CIV Hospitality Management Traineeship

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

You will complete a **Certificate IV in Hospitality** qualification over 36 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with Zeal Futures.

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

- Learn the necessary leadership skills to manage staff
- Organise roster and build strong teamworking skills
- Work closely with professional staff to develop your management skills
- Maintain cleanliness and sanitation standards in the kitchen area, including washing dishes, utensils, and equipment.
- Organise and store ingredients and kitchen supplies properly.
- Assist in receiving and storing food deliveries.

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

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

- Passion to build leadership skills and manage a team
- Commitment to both on and off the job training
- Ability to work efficiently in a fast-paced environment
- Demonstrated interest and passion for the hospitality industry
- Positive attitude and willingness to learn and develop new skills and knowledge
- Strong interpersonal, verbal and written communication skills
- Strong organisational skills and the ability to multitask in a busy environment
- Ability to work in a team environment and positively contribute to team goals

### What's in it for me?

Being a Zeal Futures trainee opens the door to working for industry-leading Employers to provide life changing opportunities. 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!

Throughout your traineeship, you'll also be able to take advantage of our exclusive employee benefits such as coaching and mentoring, safety training, discounted health benefits, rewards and counselling.

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## Trainee Purchasing Officer

### About the Provedores

The Provedores are a leading supplier of quality food products with 4 locations across New South Wales. They supply some of Australia's most favoured brands and support local, independent artisan producers. The Provedores prioritise exceptional customer service and value good old-fashioned relationships within the team.

Established in October 2016, The Provedores three owners collectively possessing over 80 years of experience in the food and hospitality industries.

The Provedores operate from Coffs Harbour, Byron Bay, Newcastle and Tamworth and have an extensive reach.

### The Role

The Trainee Purchasing Officer role is crucial within the Newcastle team, offering continuous interaction with suppliers while upholding our company's values and delivering exceptional customer service. You'll be instrumental in building local operations and contributing to growth targets.

The ideal candidate will demonstrate a passion for learning and a drive to develop and diversify their skill set within our organisation.

We're looking for someone who....

- Is a reliable and positive team player with a can-do attitude
- Thrives in a high-paced environment with a strong attention to detail
- Is well organised and communicates effectively
- Brings flexibility, adaptability, and multitasking capabilities to the workplace
- Possesses practical time management skills, prioritising tasks and meeting deadlines
- Understands the significance of excellent customer service
- Has basic computer skills, with a willingness to learn our operating system as well as Office Suite products (Word, Excel etc.)

This role presents significant long-term potential with the unique opportunity for shortlisted candidates to choose a course from our approved list of study.

If you believe your values and abilities align with the outlined criteria, please apply Now! Include a cover letter and your current CV before the closing date.



## 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.

# Youth Links



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## 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](mailto: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.

13th May 2024

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## 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



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## 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@baileyhunintervalley.com.au](mailto:careers@baileyhunintervalley.com.au)

## Junior Administration Traineeship

Are you ready to kickstart your career in Business Administration? Maxwell Recruitment are seeking applications from individuals who are eager to learn and grow in a supportive working environment.

Our client is seeking applications from junior administrators who have already or who are willing to undertake a Cert III in Business Administration.

### **THE BENEFITS**

On-the-job training

- Structured learning
- Real-world experience
- Career Development

### • **THE ROLE**

Answering Phone Calls

- Basic Administration Duties
- Exposure to Accounts
- Ongoing development within the role
- Opportunity to study and gain a Cert III in Business Administration

If you are interested in the above role, please follow the links and click apply or contact **Brianna** on [0477 888 559](tel:0477888559).





## 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

13th May 2024

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## Indigenous Business Traineeship - Maitland

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 educations 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.

Some specific responsibilities will include:

- Assist clients and customers and respond to all enquiries in a timely manner.
- Perform administrative duties for the office and provide administrative support to staff as required.
- Answer incoming calls and direct them to the appropriate team member.
- Maintain office equipment and supplies including stationary, referring any issues to the Manager.
- Assist clients with initial contact visit and sign up where required.
- Greeting all visitors to site and ensure all visitors sign in and are directed accordingly.

13th May 2024

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## 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



## 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