

20th May 2024

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20th May 2024

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Apprentice Locksmith

JOB DESCRIPTION:

MCL Locksmiths has an opportunity for an apprentice locksmith to join their Newcastle team.

MCL Locksmiths are recognised as industry leaders with a reputation for providing exceptional Locksmithing and security services to Newcastle and the Hunter.

Our company has continued to grow and having just moved into a new custom fitted office and workshop in Wickham, we require the services of an apprentice locksmith.

Our highly skilled team utilises leading edge, online technology as part of our culture of continual improvement and development and work in a wide range of environments including residential, commercial and government sectors undertaking a variety of work opportunities in

- General Locksmithing
- Master Key systems
- Safes
- CCTV and Access Control
- Alarms

JOB BENEFITS:

- Job security in a unique trade
- Ongoing training and development
- Professional team of people to support you
- Brand new office and workshop facilities
- Uniform supplied

PERSONAL ATTRIBUTES:

- Genuine desire to have a career in this industry
- Exceptional customer service and ability to build a rapport with clients
- High level of workmanship, takes pride in work with attention to detail
- Ability to adapt to technological changes and implement new ways of working
- Self-motivated and able to work effectively without close supervision
- Reliable, punctual, with a strong work ethic

SALARY: Minimum Award Wage

This position is for immediate start.

For any enquiries, please call Mark Callister on [\(02\) 4023 1733](tel:0240231733).

Master Licence: [410489961](tel:410489961)

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

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20th May 2024

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Sign Maker Junior/Apprentice

About Signarama

Signarama Newcastle is part of the world's largest signage network, with more than 100 locations across Australia and 900 worldwide.

About the role

Signarama Newcastle is seeking an enthusiastic and hard-working member to join our active and growing team. If you are reliable and have a desire to become a sign maker; then we would love to talk to you.

Skills and experience:

Skills that would be considered an advantage would include: Everything from Computer design to printing and fabrication of signs. A current valid driver's licence is a must, as is your ability to represent our company in a professional manner.

You must be able to work unsupervised in house and on work sites.

The position is for full time, once completing the trial period; which would depend upon your ability to learn, adapt and improve your skills.

newcastle@signarama.com.au
[02 4962 2666](tel:0249622666)

Job benefits & perks:

We offer a clean, professional environment and a great team to be a part of. We have continual training and development, and want our employees to grow along with us.

As part of the world's largest signage network, the opportunities for growth and movement abound

Apprentice Chef

The Newcastle Club eager to find an enthusiastic 1st or 2nd Year Apprentice Chef to join our passionate and dedicated team on a Full-time basis. As one of Newcastle's most exclusive hospitality venues, this opportunity will give you exposure across a large variety of food offerings within the club. Strong on job training and mentoring will give you a solid base skill set that will provide the foundation for your culinary career. This is a rare chance to gain trade qualifications and on job experience exposed to a multi outlet venue.

Then Newcastle Club can offer a true work/life balance, along with a competitive salary, paid overtime and penalty rates for weekends and Public Holidays. We also can offer career development and mentoring, with exposure to different cuisines and the opportunity to work alongside our passionate and experienced team that truly enjoy what they do.

We are after someone who demonstrates a passion and commitment to be a success in the culinary world and you are eager to gain experience and knowledge necessary to jolt your career which could take you around the world.

20th May 2024

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APPRENTICE PANEL BEATER

OPPORTUNITY KNOCKS.... APPRENTICESHIP ROLES AVAILABLE!!

The Paint & Panel group are looking to expand our ever growing team and have opportunities for apprenticeships in panel beating.

If you have a keen interest in the motor vehicle trade and are;

- Hard working
- Reliable
- and willing to learn

Then this is the opportunity for you to learn from the BEST and join a well established, highly reputable and award winning smash repairer operating for over 28 years.

The Paint & Panel group located in Morisset have the opportunity for apprentices to join our panel team. Positions are full time Monday-Friday 8am to 4.30pm with award wages paid and overtime available.

Forward your resume with a covering letter to apply.

To be shortlisted it is essential that you share your interest in the automotive industry and why.

APPRENTICESHIPS- PANEL BEATING

About the business and the role

Newcastle's largest collision repair business with 3 branches across the Lake Macquarie, Newcastle & Hunter regions operating for over 25 years have full time employment opportunities at :-

Blacks Smash Repairs - Belmont

Crashcorp Newcastle - Steel River Industrial Estate, Mayfield

(brand new purpose built workshop)

Maitland Smash Repairs - Rutherford

(newly expanded & renovated)

Job tasks and responsibilities

Positions available in fields

Certificate 111 in Automotive Body Repair Technology Certificate.

Body Repair Technology duties will include dismantling, repairing and reassembling motor vehicles back to pre-accident condition.

All duties under direct supervision until suitably experienced.

Applicant must be self motivated , reliable and able to work in team environment. An interest in the Motor Trades with attention to quality and detail and pride in one's workmanship.

Overview.

On successful completion of the apprenticeship applicants will be trained to the highest standard qualified tradesperson.

Modern, clean, well equipped workshops.

Future pathways in the automotive industry over 25 years proven experience in training

Join our team & be trained by the best in the business

Skills and experience

The successful applicants will be trained to be a qualified Tradesperson on completion of apprenticeship with future pathways within the industry

20th May 2024

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Apprentice Machinist

About the role

Kings Engineering has exciting opportunities for our next intake of Apprentices, commencing in December 2024 for our 2025 Apprenticeship Program.

If successful in gaining one of these sought after opportunities, you will embark on a structured training program with potential for site placements across the Bloomfield Group and can expect to work in a caring environment where your learning is guided by experienced tradespersons, supervisors, and managers.

As an Apprentice Machinist, you will learn how to:

- Maintain a safe and clean working environment and be a champion of safety
- Operate manual lathes, drills, mills, borers, grinders and CNC's
- Read and interpret schematics and technical drawings
- Use specialised measuring equipment
- Perform accurate measurements to ensure parts meet required specifications and tolerances
- Test and repair hydraulic cylinders
- Correctly and safely operate high risk workshop machines such as overhead cranes and forklifts

Essential Criteria

- Access to your own reliable transport to and from site
- Possess strong mathematical aptitude with a minimum of Year 10 completion prior to commencement of Apprentice Program
- Demonstrate a genuine passion for your chosen trade
- Take pride in the quality of your work
- Be able to work independently, as well as contribute to a team
- Be reliable for full-time working hours Monday to Friday and some weekends
- Be committed to completing and passing all practical and theory-based study requirements of your Apprenticeship
- Comfortable working at heights and in a physically demanding environment

Working with Kings Engineering

Kings Engineering is a leading NSW engineering business. Founded in 1923 and privately owned, Kings has a proud history of providing engineering solutions across a range of industries. Located at Rutherford, Kings works across a range of industries including tunnelling and infrastructure, open cut and underground mining, rail and manufacturing. Kings Engineering is proudly owned and operated by The Bloomfield Group.

We are committed to diversity in the workplace and we invest in our people so that they can deliver for our customers. Our inclusive Apprenticeship Training Program has been developing the next generation of tradespeople and leaders for more than 40 years.

Investing in our people and our community

At Kings Engineering, part of The Bloomfield Group, we invest in our people and we invest in the community. We offer a highly competitive salary plus super, discounted gym memberships and a range of other benefits. Underpinning how we go about our work are our company values: We Care. We Deliver.

- We respect and care about the safety and wellbeing of our people, our local community and the environment.
- We work together with integrity to deliver safety, operational best practice, customer satisfaction and compliance.

This position requires an individual aligned to the values of Bloomfield.



Apprentice Motor Mechanic

About Us

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

About the Role

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

Responsibilities:

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

What We Offer:

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

What You'll Need:

To be considered for this opportunity, you should:

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

Highly Desirable:

- Certificate II in Automotive.

Application Process:

If you are ready to jumpstart your career with the Tony White Group, please submit the following documents:

- Your up-to-date resume.
- A cover letter highlighting your fit for the role.

Please note, that only shortlisted candidates will be contacted.

20th May 2024

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Boilermaker / Mechanical Fitter Apprenticeship

About the role

We work on challenging and exciting projects that shape the way we evolve, adapt, and transform the industries we work in. We rally together, drawing on the diverse skills across our teams and create environments where great ideas are heard.

UGL are offering apprenticeships in Boilermaking and Mechanical Fitting, the roles will be based from our workshop facility in Bennetts Green NSW, commencing June 2024.

This is a rare opportunity to join a Tier 1 contractor that can offer post apprenticeship long term opportunities in your chosen trade, Supervision, Project Management, or Planning & Scheduling.

Responsibilities include:

- Examine and evaluate drawings and specification for job requirements.
- Operate and adjust metalworking machines and create parts or tools by turning, boring, milling, shaping, slotting, grinding or drilling metal stock or components.
- Fit and assemble metal parts, tools or sub-assemblies (including brazing or welding parts, repair or replace faulty parts).
- Cut, thread, bend and install hydraulic and pneumatic pipes and lines.
- Set up and/or operate hand and machine tools, welding equipment or (CNC) machines. Ensure accuracy and quality of finished parts, tools or sub-assemblies.
- Undertake all activities in a safe manner
- Successfully complete all TAFE studies and requirements

Application Submission Instructions

Please submit all of the following documents for your application to be considered.

Current, up to date resume including your personal details

A cover letter answering the following questions.

- o What apprenticeship would you like to apply for and why? (Mechanical Fitter OR Boilermaker)
- o Have you had any previous work experience in this environment? If so, where and what did you do? (this can include school-based work experience)
- o What hobbies and interests do you have that may relate to the trade you are applying for?

What makes you right for UGL

- Genuine concern for safety
- Ability to provide a safe, supportive and positive workplace
- Capacity to flourish in a high-performance environment
- An innovative mindset and a willingness to challenge the norm
- A belief that success and value are driven by real teams where everyone has a role to play

About Us

UGL is well-known and respected for providing end-to-end engineering, construction and maintenance services within, rail and transport, communications and technology systems, oil and gas, power, renewables and resources, water and defence markets. UGL partners with some of the world's largest blue-chip companies and government agencies, private enterprises and public institutions. We are a member of the CIMIC Group of companies

At UGL, we value diversity – in the backgrounds, ideas, work styles and perspectives of our team. We are an Equal Opportunity Employer and strongly encourage people with disability, Aboriginal & Torres Strait Islander people, mature aged workers and people from culturally diverse backgrounds to apply.

Please note that relevant screening checks will be conducted as part of the recruitment process. These may include a national criminal history check and for you to undergo pre-employment medical assessment including drug and alcohol screen.

If you are confident, you have the skills and knowledge to fulfil this role, then please apply now.

Youth Links



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Air Conditioning / Refrigeration Apprentice (1st, 2nd, 3rd, 4th Years)

Come and join our crew! Nova Air and Electrical is a thriving air conditioning and electrical company and we require a Refrigeration apprentice. We are located in Tighes Hill NSW.

Positive environment, great remuneration, team and working conditions!

We can offer you:

- Apprenticeship
- Forward thinking management who are staff and customer focussed
- Energetic and hardworking but fun and friendly team
- Uniform provided
- Long term, stable employment
- 4 day work week
- Family oriented
- New challenges every day

Essential Criteria

- Have a great work ethic
- Be reliable and motivated
- Be committed to safe work practices
- WHS Construction Induction (white) Card
- Current Drivers License
- Have reliable mode of transport to and from work
- Live in the Newcastle / Maitland / Lake Macquarie Area
- Ability to work in a team environment
- Strong English communication skills and a receptive listener capable of executing instructions in a constructive manner.

Our priorities are exceptional customer service and premium quality work within a rewarding environment for our team. If you think you are a great fit with the right work ethic, and have the ability to succeed in this role, forward your cover letter and resume (including references) today.

1st and 2nd Year Metal Roof Apprenticeship

Australia Wide Roofing is looking to grow their team. We are currently looking for a 1st or 2nd year apprentice. This will be a Full-time, Permanent role and will require you to attend TAFE 2 days per month.

A White Card and Working at Heights Card is essential or you are willing to obtain. A drivers licence and vehicle would be preferable or you are in the stages of obtaining.

Australia Wide Roofing are contracted for Commercial works away from the Newcastle area so you must be willing to work and stay away when required.

If this type of role is something that you may be interested in please get in contact with our team via email manager@australiawideroofing.com.au



APPRENTICE PLANT MECHANIC / FITTER

Apprenticeships at Kings Engineering

Our Apprenticeship Program has been creating careers for over 40 years, allowing you to earn while you learn, develop your skills and meet new challenges in an exciting and rewarding environment.

Our program is unique and highly regarded in the Engineering and Mining industries. We are invested in our Apprentice Program and developing the next generation of trade's people and potential leaders of our business. An apprenticeship with us will allow you to gain the necessary skills, knowledge, and experience for a career in your chosen field.

About the role

Kings Engineering has exiting opportunities for our next intake of Apprentices, commencing in December 2024 for our 2025 Apprenticeship Program.

If successful in gaining one of these sought after opportunities, you will embark on a structured training program with potential for site placements across the Bloomfield Group and can expect to work in a caring environment where your learning is guided by experienced tradespersons, supervisors, and managers.

As an Apprentice Plant Mechanic / Fitter, you will learn how to:

- Maintain a safe and clean working environment and be a champion of safety
- Overhaul and repair a wide range of mobile plant equipment from various industries including, but not limited to, roadheaders, dozers, graders, drills, waters carts, haul trucks, shuttle cars, rail wagons, etc
- Correctly and safely operate high risk workshop machines such as overhead cranes and forklifts
- Interpret schematics and technical drawings
- Inspect and diagnose issues

Essential Criteria

- Access to your own reliable transport to and from site
 - Possess strong mathematical aptitude with a minimum of Year 10 completion prior to commencement of Apprentice Program
 - Demonstrate a genuine passion for your chosen trade
 - Take pride in the quality of your work
 - Be able to work independently, as well as contribute to a team
 - Be reliable for full-time working hours Monday to Friday and some weekends
 - Be committed to completing and passing all practical and theory-based study requirements of your Apprenticeship
- Comfortable working at heights and in a physically demanding environment

20th May 2024

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APPRENTICE BOILERMAKER

Apprenticeships at Kings Engineering

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About the role

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As an Apprentice Boilermaker, you will learn how to:

- Maintain a safe working environment
- Read and interpret technical drawings
- Operate welding equipment
- Perform a range of welding techniques such as MIG, TIG and Stick
- Modification, repairs and upgrades to mobile and fixed plant
- General fabrication, welding and assembly of structural steel and components
- Safely operate workshop equipment such as forklifts, overhead cranes and tools

Essential Criteria

- Access to your own reliable transport to and from site
- Possess strong mathematical aptitude with a minimum of Year 10 completion prior to commencement of Apprentice Program
- Demonstrate a genuine passion for your chosen trade
- Take pride in the quality of your work
- Be able to work independently, as well as contribute to a team
- Be reliable for full-time working hours Monday to Friday and some weekends
- Be committed to completing and passing all practical and theory-based study requirements of your Apprenticeship
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Investing in our people and our community

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- We respect and care about the safety and wellbeing of our people, our local community and the environment.
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Youth Links

20th May 2024

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APPRENTICE ELECTRICIAN

Apprenticeships at Kings Engineering

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About the role

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If successful in gaining one of these sought after opportunities, you will embark on a structured training program with potential for site placements across the Bloomfield Group and can expect to work in a caring environment where your learning is guided by experienced tradespersons, supervisors, and managers.

As an Apprentice Electrician, you will learn how to:

- Maintain a safe and clean working environment and be a champion of safety
- Overhaul and repair a wide range of mobile plant equipment from various industries including, but not limited to, roadheaders, dozers, graders, drills, waters carts, haul trucks, shuttle cars, rail wagons, with working voltages from 12v dc to 1100v ac
- Correctly and safely operate high risk workshop machines such as overhead cranes and forklifts
- Interpret Electrical schematics
- Install a wide range of electrical systems, repair electrical components

Essential Criteria

- Access to your own reliable transport to and from site
- Possess strong mathematical aptitude with a minimum of Year 10 completion prior to commencement of Apprentice Program
- Demonstrate a genuine passion for your chosen trade
- Take pride in the quality of your work
- Be able to work independently, as well as contribute to a team
- Be reliable for full-time working hours Monday to Friday and some weekends
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Apprentice Electrician

The Opportunity

Veolia ANZ is seeking an apprentice electrician for our Water Treatment Facilities based in the Newcastle 2285 and The Hunter Region. This is an excellent opportunity to learn the electrical trade through a combination of on the job training and classroom instruction while working on critical water infrastructure. As an apprentice, you will learn from highly experienced technicians in a supportive team environment.

What's on offer

- Work on environmentally important projects
- Fantastic training and career development opportunities
- Multi award winning global organisation
- Supportive and collaborative team

What you'll be responsible for

- Assist licensed electricians with installation, maintenance, and repair of electrical systems.
- Study electrical theory, codes, and safety practices specific to water/utilities environments.
- Operate hand and power tools used in industrial electrical work.
- Read and interpret electrical drawings, schematics, and specifications.
- Ensure work areas are clean, safe, and properly secured per plant regulations.
- Developing technician competency enabling you to become a qualified tradesperson.

What you'll need to be successful

- Have a genuine interest in the Electrical Trade
- Possess a desire to learn
- Strong math skills
- Ability to understand written and verbal instructions

A Veolia Career

Join the Veolia Water Team - Make an Impact

Veolia Water is part of a global leader providing sustainable water solutions across the full cycle. As an electrical apprentice, you'll have the opportunity to work on critical infrastructure projects that preserve our most vital resource.

What We Offer:

- Employee share plan Employee Assistance Program (EAP)
- Corporate health insurance discounts
- Exclusive employee discounts
- Volunteer opportunities in your community

Novated leasing and salary sacrifice options At Veolia, we are building a circular economy and driving ecological transformation. You'll join a movement dedicated to creating a better world through sustainable practices. We Value Diversity & Inclusion Veolia welcomes applicants from all backgrounds - Aboriginal and Torres Strait Islander peoples, veterans, people with disabilities, all gender identities, mature age and early career, LGBTQIA+ community members, and diverse cultures. We are a Circle Back Initiative Employer committed to responding to every applicant. Advance Your Career While Making a Difference Take the first step towards an enriching career protecting one of earth's most precious resources.

20th 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.

Youth Links



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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/

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 or click this link to go to our easy to fill in careers page: <https://nesbitthairandbody.com.au/pages/join-our-team>

Youth Links

20th May 2024

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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

20th 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

20th May 2024

LIKE us on
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

20th May 2024

LIKE us on
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



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!

20th May 2024

LIKE us on
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..

20th 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

Youth Links

20th May 2024

LIKE us on
Apprenticeship



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).

20th May 2024

LIKE us on
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

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



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).



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

20th 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

20th 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

20th 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



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.

Youth Links

20th May 2024

LIKE us on
Apprenticeship



Carpentry Apprenticeship

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

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

Successful Apprentice candidates will have the opportunity to learn all aspects of carpentry from a team who take extreme pride in their work. This will include, but is not limited to: frame, lock up, fix-out, decking and custom work.

About you:

We are looking for new recruits who :

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

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

20th May 2024

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Apprenticeship



Apprenticeship & Traineeship FO

Apprenticeship and Traineeship Field Advisor

Newcastle/Hunter Valley Region

Full-time, Immediate Start

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

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

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

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

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

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

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



Electronics and Communications Apprenticeship

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

Responsibilities:

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

Requirements:

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

Benefits:

- Weekly pay cycle!
- Personalised one-on-one mentoring throughout your training to help ensure your success
- A nationally recognised qualification - **Certificate III in Electronics &**

Communications

Ready to kickstart your Electronics & Communications career? Simply hit '**Apply**' now and send your resume to annaatmar@megt.com.au.

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

Youth Links

20th May 2024

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Traineeship



Trainee Administration Officer

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:

An opportunity exists for you to join our team based in our Singleton office. You will receive on the job training with ongoing mentoring and support to help you kickstart your career. You will be completing a nationally recognised Certificate III in Business Administration, whilst gaining experience and developing key business relationships.

Duties:

- Answering phone calls
- Invoicing customers
- Liaising with clients
- Filing
- Data entry
- General office duties/responsibilities

Essential Attributes:

- Organised
- Reliable/punctual
- Attention to detail
- Able to follow instructions
- Meet company deadlines
- Able to work independently and part of a team
- Willingness to learn our procedures
- Excellent written and verbal communication skills
- Basic computer knowledge with Microsoft Word & Excel

The benefits:

Our trainees have the great opportunity to gain a nationally recognised qualification whilst working with an experienced team with all education and training costs provided. You will also receive a day off per week to attend Tafe to complete your studies during Tafe semesters.

In addition, you will have access to a variety of our employee benefits, such as:

- Fantastic Training and Development opportunities; an annual review to plan your career development.
- Free access to our Employee Assistance Program supported by Lifework's

Bureau Veritas are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Indigenous people.



Administration Traineeship

Our host employer is currently looking for a **Business Administration Trainee** who is dedicated and passionate about learning new skills. You will be provided with an amazing opportunity to join a group of highly motivated professionals and quality individuals with a wealth of knowledge.

THE ROLE:

- Raising purchase orders
- Answer phone calls and emails
- Data entry
- Photocopying, scanning and filing

THE CANDIDATE:

- Strong interest in business administration
- Attention to detail
- Customer service focused
- Excellent time management
- Ability to pick up knowledge quickly

THE OFFER:

- Receive a Cert III Business Administration
- 12-month traineeship
- Full time Monday to Friday, 38-hour week
- Online course
- Weekly pay cycle
- Cardiff Office - parking available
- Receive support, coaching and mentoring in all aspects of your training and employment

HOW TO APPLY:

Simply hit **APPLY** and send your resume to MEGT. Should you have any questions or would like more information regarding this position, please contact Anna at annaatmar@megt.com.au.

By submitting your application, you are providing your consent for your personal information to be shared with our partners. MEGT (Australia) Ltd is a Child Safe and Equal Opportunity employer committed to child safety and providing a work environment that values diversity and inclusion.

Youth Links



20th May 2024

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Traineeship



Administration Trainee

- Permanent full-time role, Monday to Friday
- Tomago NSW location
- On the job training while completing an accredited qualification
- Traineeship wages
- Job security with long term career goals
- Career progression / development and learning opportunities
- Opportunity to join a leading Australian conveyor manufacturer
- Part of an innovative and forward-thinking company
- Access to our wellness program
- Motivated team

THE COMPANY

TS Global is a proudly Australian owned leading manufacturer of premium quality, innovative conveyor products and market leading polyurethane solutions. The business is experiencing a period of significant growth, which is both organic and strategic. We have a national presence with domestic operations in NSW, WA and QLD servicing both national and international markets.

THE ROLE

Reporting to the Operations Manager you will provide administration support to the operations team and reception. The ideal candidate for the role is someone who is eager to pursue a career within the administration area and gain a full qualification along the way!

KEY DUTIES AND RESPONSIBILITIES

- Provide high level of service to customers and clients
- Reception duties including being the first point of contact for visitors and incoming phone calls
- Administration duties and support to the operations team
- General administration including data entry, scanning, filing, paperwork, mail

REQUIREMENTS

- Must be willing and eligible to participate and complete a Certificate III in Business Administration via a traineeship
- Must not have completed the same qualification previously
- Previous office administration experience, preferred however not essential
- Have an understanding of providing high level customer service
- Have a positive and proactive attitude
- Be approachable, relatable and have a friendly, helpful nature
- High verbal and written communication skills
- Work as part of a busy team and be accountable for your own role and duties
- Fully committed to developing your own skills with training and mentoring
- High level of computer skills in all Microsoft packages
- Hold a valid driver's licence (no public transport available)

PRIOR TO EMPLOYMENT

All successful applicants with TS Global will be required to undertake a full pre-employment medical, including a full physical component along with drug and alcohol testing.

TO APPLY

To apply for this role, please submit your resume detailing your employment history and skill set to the HR team by clicking "apply now".

Youth Links



careerlinks
young people, bright futures

20th May 2024

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Traineeship



Junior Administration Trainee

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

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

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

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

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

Drivers Licence (Manual)

Willingness to learn and be flexible in a changing environment

The ability to maintain strict confidentiality and display initiative

Please send all applications through to admin@hunterpods.com.au.

Certificate 111 Trainee - part time or full time

The Little Unicorn Early Education & Preschool Centres currently seeks to employ a full-time Certificate 111 TRAINEE. The trainees will undertake a Certificate III in Early Childhood Education and Care.

The successful applicants must:

- * Possess a Working with Children Check (WWCC) or willing to obtain one
- * Be willing to combine study components with workplace experiences to obtain qualifications
- * Be willing to work rotating shifts and assist all educators willingly
- * Possess good written and verbal communication skills
- * Be able to work with a team and follow instructions from all educators
- * Possess a passion for working with children and a willingness to learn.

Exemplary trainees may have opportunity for future full time employment, upon completion of traineeship.

Year 12 School leavers are welcome to apply.

They must include a cover letter and resume and must be submitted via email. WWCC number, covid vaccination verification and drivers licence number must be included in application.



Aged Care- Trainee

Want to be paid to work while you study in Aged Care?

Our Green Hills Residential Care Service, located in East Maitland is looking for motivated individuals wishing to commence a career in Aged Care, while they obtain their certification (with no prior experience needed).

Belong to a team that is making a difference

Fresh Hope Communities offers you the opportunity to bring your best to work every day. Working with us means that you will make a tangible difference to the lives of others in the communities we support.

If you have the following qualities, we want to hear from you:

Genuinely committed to Teamwork

- Have a positive attitude
- Be honest
- Be committed to doing your best and
- Be accountable for your actions
- **As a trainee at Green Hills, you will enjoy:**

Being paid to train while you work in the aged care sector.

- Permanent Part Time opportunity
- Salary Packaging of up to \$15,900 (tax-free) per year with an additional meal entertainment benefit of \$2,650 per year
- Staff engagement and well-being focus
- Employee assistance program
- Birthday leave-so you're free to celebrate with your family and friends

About Us

Fresh Hope Communities exists to create spaces that cultivate belonging and places that feel like home.

For almost 90 years, we have been providing quality support and lifestyle choices across retirement, residential and respite settings, as well as conference and outdoor adventure experiences for school and community groups. We have over 900 staff and together we service residents and customers across NSW.

We are an Equal Opportunity employer and we value inclusion and diversity.

For more about us visit our website <https://www.freshhope.org.au>

We'd love to hear from you!

Please submit your cover letter and resume via the quick "Apply" link before **14 June 2024**.

To get in touch with us at with queries or to obtain a copy of the position description.

We'll be in touch as soon as we can, don't wait until closing dates to press submit!

20th May 2024

LIKE us on
Traineeship



Early Childhood Certificate III Trainees

Bright Beginnings Preschool & Early Learning Centre is actively searching for our next super stars! We are seeking passionate individuals who are wanting to get a start in the Early Years profession through hands on learning and training in the form of a Traineeship. We are searching for people who love to learn, share and teach children about the world around them.

If you have always wanted to learn what the Early Years is about, or if you've wanted to take your knowledge and skill set to the next level then the time is now and apply below!

- Above Award Wages
- Financial assistance to cover costs associated with studying
- Experienced, supportive Management and Mentoring Team
- Access to 24/7 Study Support
- Paid Professional Development Opportunities
- Above industry standard time off the floor for programming and study
- Beautiful and Welcoming Work Environments
- Flexible working hours with excellent work life balance
- Clear expectations

Work uniform

What are we looking for?

Must meet all requirements to work with children within New South Wales

- Confident Communicators
- People who take the time to ask questions and actively engage in their learning environment
- Initiative
- Ability to Adapt and Learn
- Love of Learning and Play!

Applicants will go through a pre-screening process and we have positions available for immediate start. So apply now to join our team and find out how a Traineeship can help you!

20th May 2024

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Traineeship



Indigenous Traineeship in Mining Logistics and Warehousing

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

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

About the Role

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

Duties will include:

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

About You

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

These positions will only be open to Aboriginal and/or Torres Strait Islander Applicants. Please note a standing exemption has been granted under the provisions of section 126 of the Anti-Discrimination Act 1977 (NSW) sections 8 and 51 of the Anti-Discrimination Act 1977 (NSW).

If this sounds like the role for you, press APPLY NOW!

20th May 2024

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Traineeship



Trainee Administration Officer

while gaining valuable skills and experience. Earn while you learn and kick-start your career in administration with Lake Mac Council!

ABOUT THE JOB

This Traineeship is a 2-year program, where we will support you to complete a Certificate IV in Business Administration. As the Trainee Administration Officer, you will gain technical knowledge, develop valuable office and administration skills, and gain hands on experience.

Along with the full list of duties in the Position Statement, Council will support you to undertake a range of administrative and customer service duties associated with Council's recruitment, early careers and diversity, equity and belonging functions. The role provides support in a fast-paced and dynamic environment that requires a high attention to detail, organisation, timeliness, confidentiality and strong interpersonal skills, while placing the customer at the centre of everything we do. Training will be provided both on-the-job and online. Candidates who have completed a Certificate IV in Business or higher will not be eligible to apply.

The position is located at Council's Administrative Office at Speers Point and may involve travel to multiple areas within Lake Macquarie. You will be required to work 35 hours per week Monday to Friday. Paid study time will be provided within your standard work hours.

Read the [position statement](#) here and capability framework and learn more about this exciting opportunity.

WHAT WE OFFER

- Receive a wage whilst studying towards a qualification starting from \$802.38 per week plus 12 per cent superannuation.
- Receive a wage increase of 3.5% from 8 July 2024
- Payment of all course fees.
- Paid time during work hours to study and attend compulsory classes.
- Yearly pay reviews and increases based on work and study performance.
- 35 hour working week with flexible nine-day fortnight arrangement.
- Four weeks paid annual leave.
- Be mentored and work closely with teams of qualified professionals in a supportive, empowering, innovative and collaborative work environment.

[Click here](#) to view more benefits on offer.

ABOUT YOU

We are looking for an enthusiastic, self-motivated and organised people-person who enjoys customer service and has a strong attention to detail, the ability to multitask, take initiative and a passion for working in a fast-paced environment.

Specifically, you will have:

- Successful completion of year 12/HSC or equivalent.
- Commitment to providing high-quality customer experience.
- Can work both autonomously and collaboratively to support multiple teams.
- Excellent organisation and time management skills.
- Sound communication and interpersonal skills.
- High level of computer literacy.
- Experience working in an office environment is desirable.
- An interest in recruitment and human resources is desirable.
- Completion of a Cert 3 in Business or similar is advantageous.

Willingness to undertake the required qualification online and within the term of the traineeship.

20th 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

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.



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

Youth Links

20th May 2024

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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



20th May 2024

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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.

20th 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

20th 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.*

20th May 2024

LIKE us on
Traineeship



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.

20th 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 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

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

Youth Links



20th 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

Youth Links

20th 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

Attention: Carolyn Roussos

20th May 2024

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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



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

Youth Links

20th 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.

Youth Links

20th 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

Youth Links

20th May 2024

LIKE us on
Traineeship



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

20th 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 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.

Youth Links



careerlinks
young people, bright futures

20th 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.

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

20th 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.

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

20th 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.

20th 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

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

20th May 2024

LIKE us on
Traineeship



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!

20th May 2024

LIKE us on
Traineeship



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.

20th May 2024

LIKE us on
Traineeship



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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Traineeship



Certificate III Traineeship in Early Childhood Education

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

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

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

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

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

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

Traineeship

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

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

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

We will be looking for candidates that show:

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

20th May 2024

LIKE us on
Traineeship



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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LIKE us on
Traineeship



Property Management Trainee

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

Responsibilities:

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

Qualities

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

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

Please forward your resume & cover letter to careers@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



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

Youth Links



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20th May 2024

Full Time

LIKE us on



Office Assistant

An exciting opportunity to work with renowned industry experts in a market leading business that has a vision and mission you can feel proud to be a part of. The Office Assistant role is best suited to someone presentable, who is eager to learn and looking for the opportunity to move into a professional/financial services corporate environment. Grown from a local Maitland location, Heffron now has a national presence and team members located across 4 states; the Head Office caters to around 60 staff who work mostly in a hybrid arrangement.

We offer a flexible, collaborative and supportive working environment with full training provided to ensure you are well equipped to make a positive impact from the get-go. With strong leadership, on-site support and ongoing development opportunities, Heffron is a business that will help you in laying the foundations of a successful career.

You will be trained in administration, office maintenance, employee onboarding & events management support.

About us

Established 25 years ago, Heffron is Australia's leading independent SMSF Administrator, earning the top spot with awards from both SMSFA and Core Data for 'Best Administrator' the past 5 years running. We also won the prestigious SMSF Education SMSFA award in 2022 and 2023, reflecting our ongoing investment in our Education products and services.

Our values are Courage, Accountability, Trust, Authenticity, Respect and Excellence. We live them and recognise when they are role modelled by others.

We provide SMSF solutions to over 5,000 funds, 8,000 trustees and 1,000 accountants, financial planners and other professionals. We are inherently passionate about providing exceptional client service and raising standards in our industry.

We have designed and implemented industry leading, scalable technology that enables us to provide first class services to our growing client base.

...Basically, we are thinking about the future and we are going places!

About You

Working closely with Administrative, SMSF Accounting and Client Relationship professionals, this role requires:

- A great work ethic and collaborative attitude
- Ability to follow a process accurately
- The aptitude to embrace and utilize new technologies
- The urgency to work to targets and deadlines
- High standards in personal presentation and the quality of your work, no matter the task

Nice to have:

- Ability to churn through admin tasks with a smile

This position is available on a part-time casual basis, with flexibility around the hours you work. Award hourly rate (Banking, Finance & Insurance)

Don't miss out, apply at your earliest opportunity via the link below or contact us on [1300 172 247](tel:1300172247) for a confidential discussion.

Apply today!



Junior Storeperson / Delivery Driver

Full Time Position

Hunter Engineering Sales is a leading supplier of industrial electrical equipment, distributing to many sectors including mining, food & beverage and switchboard builders throughout Newcastle, The Hunter Valley & NSW.

Responsibilities will include:

- Receiving incoming goods
- Picking and packing of orders
- Delivery of Customer orders and Supplier pick ups
- Electronic data processing
- Stock Control & Stocktaking
- Warehouse cleaning and general housekeeping
- Assist with daily workflow and ensure smooth efficient warehouse operations
- Excellent customer service
- Internal Sales opportunities

About you:

- Attention to detail
- Manual driver's license (essential) with a good driving history
- Physically fit (some lifting will be required)
- Computer literacy skills
- A "can do" attitude
- Reliable
- A willingness to learn

We are offering long term career prospects with a variety of pathways for advancement in a fast-paced growing business. This is a full time, 38-hour week position with no weekend work required.

Two character references will be required.

If this sounds like the role for you, please apply now!

Youth Links



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20th May 2024

Full Time

LIKE us on



Junior Required Retail Office Administration

We are a busy, very busy family run Retail Store in Cessnock

This business prides itself on looking after our staff and customers whilst having fun at work.

If you are a motivated, confident & a friendly person then this job might just be perfect for you so why not send your resume in!

We are looking for a junior all rounder with an can do attitude!

Must be able to work Monday to Saturday (Not every Saturday)

The job description is

- Administration work
- Sales
- Booking in appointments
- Cleaning
- Handling money

What we require:

- Have a genuine interest in administration
 - Pleasant phone manner
 - Good team work
 - Ability to deal with people from different ages
 - Clean and tidy appearance
 - Empathy
 - Computer skills
- Willingness to learn new skills

Junior Receptionist

Full-Time

Whittingham NSW 2330

- Family owned and operated business.
- Secure role to experience all areas of the business.
- Great rural community

THE OPPORTUNITY

Located at our facilities in Whittingham NSW, a new and exciting Junior Receptionist role has emerged in our business.

The Role

- Front reception duties - answer all incoming calls and redirecting them as required, managing incoming correspondence
- Meet and greet our guests & clients
- Provide administrative support for team members
- Scanning, photocopying, electronic filing
- Perform ad-hoc office duties - ensuring boardroom and main areas are always kept clean and tidy, plus any other tasks that may be required
- Experience or Interest in Social Media Content Creating
- General Office House Keeping

About You

- Available Monday to Friday (Including Public Holidays)
- Intermediate computer skills
- Excellent telephone manner, organisational and interpersonal skills
- Ability to multitask with excellent attention to detail
- Be well-presented, courteous, and professional
- Proactive work ethic and have initiative
- Have a friendly, enthusiastic, and helpful attitude
- No previous experience is necessary

Youth Links



20th May 2024

Full Time

LIKE us on



Entry Level Sales Agent - No Experience Required - Immediate Start

GIG, a versatile sales and marketing enterprise specializing in in-person marketing and direct sales, is on the lookout for driven individuals to join our dynamic team.

Our unwavering commitment to aiding our team in achieving their goals is underpinned by the positive attitudes and strong work ethics of our current members. Our triumph is substantially attributed to our comprehensive training and development initiative, covering entry-level sales to managerial roles and offering career opportunities based on specific criteria.

Compensation:

- Base Salary + Bonus: \$50K - \$60K per annum
- On Target Earnings (OTE): \$60K - \$100K

Career Advancement:

1. Trainee Sales Agent / Sales Agent: \$50K - \$60K + Bonus
2. Sales Trainer: \$60K - \$70K + Bonus
3. Team Leader: \$90K - \$100K + Bonus
4. Campaign Manager: \$180K - \$300K + Bonus

Perks:

- Training: Continuous mentorship and professional development with nationally recognized qualifications.
- Education: Access to our online sales training academy, plus participation in monthly, quarterly, and annual conferences and workshops.
- Fast Track Opportunities: 100% performance-based, no seniority restrictions; meaningful career progression with ongoing set criteria.
- Travel: Fully funded interstate and international business trips and conferences.
- Dynamic Environment: A vibrant workplace where we derive joy from what we do.

Qualifications:

- Customer service experience or strong communication skills.
- Confidence, outgoing personality, and a positive attitude.
- A student mentality, coupled with a great work ethic.
- Genuine desire to progress in your career.

Requirements:

- Minimum age: 18 years old.
- Full-time availability (No Casual or Part-time).

If you resonate with our values and possess the qualities we seek, seize the opportunity and **APPLY NOW!** Limited positions are available, and we are eager to swiftly initiate your training and career journey with us. Join us in the pursuit of your next GIG!

Youth Links



20th May 2024

Full Time

LIKE us on



Administration Assistant

After a year marked by remarkable growth, we are on the lookout for our next Team Member so are you a fan of numbers? Do you love helping people? Would you like to work with a multi-award-winning Team, supporting clients in a wide range of industries?

Do you want to work in an accounting firm with a great culture, growth opportunities, and a commitment to your career development via our Total Rewards System?

If so, this might be the best thing you have read today.

Our firm is offering the opportunity to get paid to learn while gaining valuable, hands-on experience in the accounting industry. You will work full time via a Traineeship Agreement to achieve a Certificate III or IV whilst based from our Charlestown Office, working Monday to Friday.

There is no sitting on the side-lines for our team members, so to be considered for this role, you must have excellent communication skills, a keen desire to get involved, and a professional presentation.

The responsibilities of the role include, but are not limited to, the following:

- Meeting and Greeting clients & guests;
- Answering telephones and responding to emails;
- Management of all incoming and outgoing correspondence;
- Scheduling meetings and appointments;
- Data entry;
- Assistance with financial statement preparation;
- Interacting with clients;
- Liaising and working with various Government departments and external providers;
- Admin support to management & staff;
- Day-to-day office tasks, including general office upkeep, ordering supplies, database management and General Administration duties

You will need to possess the following:

- A driver's licence;
- A high level of maturity and awareness (not age-dependent);
- A neat and professional presentation;
- A Can Do attitude;
- An ability to communicate in a clear, concise and confident manner;
- The ability to follow instructions;
- The ability to meet deadlines;
- A passion for exceptional customer service;
- Ability to multitask and prioritise;
- Strong attention to detail;
- Ability to handle confidential and sensitive information;
- A positive and flexible approach to all tasks;
- Proficient and working knowledge of Microsoft Office applications, including Outlook, Excel and Word;
- Above all, a desire to learn, a passion for problem-solving, be reliable and dependent, and you must be a Team Player.

We are not your typical old-school accounting firm. We are an innovative firm focused on thinking outside the box and solving problems for our clients. If you enjoy meeting people and want to build quality relationships with our clients, this is your firm.

Knowledge of bookkeeping and Xero is desirable but is not essential.

If you like things to be organised, take pride in ensuring everything is just right, and if this sounds like a place you would like to work, don't be shy; please apply. The start date is flexible. Please note that we will only contact successful individual applicants. Get in quick because interviews will start straight away.

Youth Links



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20th May 2024

Full Time

LIKE us on



Junior Required Retail Office Administration

We are a busy, very busy family run Retail Store in Cessnock

This business prides itself on looking after our staff and customers whilst having fun at work.

If you are a motivated, confident & a friendly person then this job might just be perfect for you so why not send your resume in!

We are looking for a junior all rounder with an can do attitude!

Must be able to work Monday to Saturday (Not every Saturday)

The job description is

- Administration work
- Sales
- Booking in appointments
- Cleaning
- Handling money

What we require:

- Have a genuine interest in administration
- Pleasant phone manner
- Good team work
- Ability to deal with people from different ages
- Clean and tidy appearance
- Empathy
- Computer skills
- Willingness to learn new skills

Junior Dental Assistant

Looking for a new challenge? Is Dental Assisting for you? We are looking for a Junior Dental Assistant! No experience necessary!

We will train you up in chair-side assisting, sterilisation and front desk administration. Our full time team members enjoy 1 RDO per week and we prioritise work/life balance. We are a busy 4 chair general dental practice with high levels of patient care and a strong culture of preventative care and patient education.

This role would suit school leavers.

Experience at McDonalds is highly regarded.

Applicants will need to comply with NSW Health COVID Immunisation requirements.

Sound Interesting? Please send your resume/enquiry to biancaoehme@hotmail.com

Youth Links



20th May 2024

Full Time

LIKE us on



Junior Admin Officer

Discover a great place to work at **MCG Quantity Surveyors**.

MCG Quantity Surveyors is a wholly Australian owned business with vast experience within the Quantity Surveying field across our Sydney, Melbourne, Perth, Newcastle, Brisbane & Canberra offices.

We specialise in Construction Cost Estimating services as well as Tax Depreciation services.

What do we do?

- Tax Depreciation Schedules
- Insurance Replacement Cost Estimates
- Asset Registers & Lists
- Construction Cost Estimates
- Progress Claims
- Expert Witness Reports
- And more...

Driven, Innovative, Accountable & Teamwork is what you would describe our "Normal".

We are an energetic group, with no two days the same.

A fantastic opportunity has become available for a highly organised, proficient and enthusiastic Junior Administrative Officer within our Charlestown office on a full-time basis. This position is a junior role and would ideally suit a school leaver with a keen interest in the Business Administration field.

Whilst there are general reception duties, you won't be sitting alone banished behind a desk near the front door, you'll be in the middle of the action.

In this role you will provide client support services relating to current and prospective clients and contribute to the firm by providing superior administrative support. We have cultivated an enjoyable workplace and encourage our staff to have fun in the role.

Your new role:

- Manage the office area in a professional and efficient manner, and be the first point of contact for visitors and clients coming in to the office
- Answer incoming calls and direct queries to appropriate personnel as required
- Provide a range of administrative support to the business
- Assist in the preparation of documents required
- Data entry as required
- Manage all clients in our CRM system and update them on the progress of their reports
- Log actions and activities in our CRM system (training provided)
- Source job specific information from clients and third parties, i.e. Councils, government agencies etc.
- Opportunity to earn a Cert 3 in Business Administration on the job

How are you Extraordinary:

- Attention to detail
- Willingness to learn new skills
- Sound knowledge of the MS Office suite
- Initiative in identifying tasks you can assist with and in finding solutions to problems
- High level of organisation and the ability to prioritise your work
- A professional image
- The ability to provide an efficient and courteous service to internal and external customers and all other visitors
- Demonstrated behaviours aligned to our company values and culture – Driven, Innovation, Accountability & Teamwork
- Simple problem solving skills
- Sense of humour
- Immediate start for the right person



Junior Support Technician

Pivotal Business Systems and Andor IT has been serving businesses in NSW for over four decades, delivering tailored technology solutions to meet their evolving needs. At Pivotal Andor, we recognise the role of technology in driving progress and achieving success in today's dynamic business landscape.

With a strong commitment to embracing emerging technologies, we are dedicated to staying at the forefront of innovation. As our operations grow, we are continuously searching for exceptional individuals who share our passion for technology and possess a drive to make a meaningful impact to the business of our customers.

The Role

We are seeking a motivated, technically minded individual who is passionate about customer service and software to join our point of sale (POS) team in our Newcastle office.

Here at Pivotal our POS and software team is continually evolving to provide our customers with the latest solutions for their business. You will work with the latest Point of Sale technologies to deliver an outstanding service to our customers, who are primarily hospitality and retail venues in Greater Newcastle and NSW.

This role is ideal for someone who is relatively new to the field or just starting their journey as a technician. It's perfect for those seeking continuous training and assistance as they build their career.

Reporting to the Support Manager, you will be responsible for:

- Hardware run-up and configuration
- Diagnose Hardware issues
- Assist Senior Technicians with project work and support requests
- Attend client sites as required
- Provide a first point of contact for customers through our helpdesk, via phone, email or ticket
- Provide customers with a friendly and helpful Experience
- Provide basic remote troubleshooting to customers
- Log and complete job tickets accurately as per the company process & in a timely manner
- Escalate tickets that require Senior Technician support as per the company escalation process
- Maintain and write technical documentation for customers

What you'll need to succeed

- To be successful in this role you will need: Good understanding IT principles such as networking and Microsoft Operating Systems
- Eager to develop new skills needed to grow
- A strong desire to deliver an Amazing Client Experience
- Ability to work autonomously as well as part of a team
- Valid Drivers License
- Passion for software and IT
- Point of Sale experience, desirable not essential

Why work with Pivotal

- Training focused on support and development and progression within the company
- Competitive salary
- An inclusive and supportive team environment
- Opportunity to grow within the organisation

What you need to do now

If you are interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or email your CV to supportmanager@pivotalbusiness.com.au

Youth Links



20th May 2024

Full Time

LIKE us on



Junior Administration Assistant

About us

Baxco Homes is a small residential construction company located in Rutherford. We are a family run and orientated business. We build up to 60 homes a year in all locations spreading from Rutherford to Muswellbrook and Port Stephens to the Central Coast. Baxco Homes is well known for winning the HIA Housing Award for Custom Home Under \$500k and have won the award two years in a row.

Qualifications & experience

- Must have a passion for the Construction Industry
- Proficiency in project management software, document management systems, and Microsoft Office Suite
- Strong organizational, multitasking, and time-management skills
- Excellent communication and interpersonal skills, with the ability to effectively interact with clients & trades/suppliers.
- Attention to detail and ability to work effectively under pressure in a fast-paced environment.
- Ability to read and understand building plans and engineering reports
- Ability to work productively within a team environment
- Positive self-motivated with a can-do attitude.
- Strong administration skills

Tasks & responsibilities

- Handle day-to-day administration duties and tasks including document filing, data entry, invoicing, delay notices, wet weather notices, preparing meeting minutes etc.
- Deliver a high level of customer service (answering phone calls and responding efficiently to emails)
- Provide a high standard of customer service to answer queries and concerns at any stage through pre-construction.
- Prepare DA, CC, & CDC Applications for Council/Certifier & manage incoming approvals.
- Work closely with the Office Manager and Client Liaison Officer to deliver a seamless pre-construction journey meeting customer expectation for communication and timeframes and ensure accuracy in housing documentation.
- Liaising with Certifiers, Developers, Local Councils, and other industry stakeholders
- Logging Data Into XERO Software System
- Jump into other duties as assigned.

Benefits

- On-the-job training and mentorship to help you succeed.
- Events and opportunities to enjoy the company of colleagues.
- A thriving workplace culture focused on a core values framework

No Two Days Are the Same in this role



Junior Office Accounts Support - Casual

ASH INDUSTRY CONSULTING has an opportunity for a Junior All Rounder who wants to pursue a career in business administration accounts and is looking for a start.

About the role

The primary purpose of the Office Accounts Support is to assist the Team and in the smooth running of the administration and accounts functions.

Duties and Responsibilities

Reporting to the Manager and working in conjunction with the team you will be required to assist in ensuring the following but not limited to;

- Data Entry
- Accounts Payable
- Coordinating weekly reports
- Filing, archiving, photocopying
- Administration functions required for jobs sites such as menus, promotion, marketing, research, ordering etc.
- Stationery management and other ad-hoc administrative duties that are required as a service to our client and day to day running of the office

Skills and Experience

We are seeking an individual with a positive attitude, high attention to detail, a quick learner and a high level of initiative.

You will have excellent communication as well as organisational time management skills. You will be tech savvy and have a good knowledge of MS Office specifically Excel and Word. You will be a company minded individual who takes ownership of their role and is a team player.

The Office Accounts Support role is a fantastic opportunity for an individual who seeks a career in accounting, payroll, administration or business and who enjoys problem solving and getting results.