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APPRENTICE MECHANICAL FITTER

About the business and the role

Due to industry demand and business expansion, we are looking for 2 Apprentice Mechanical Fitters to join our dynamic team, located in Redhead NSW.

Ontrak Engineering are a family owned business, supplying to the mining industry for over 25 years. We service both domestic and international markets. There is long term sustained growth within our business with long term opportunities for the right candidates. Interviews will be held mid-late January, no further applicants accepted after this.

Job tasks and responsibilities

- Learn to read and understand drawings and specifications
- Develop the ability to read work with heavy machinery
- Work with hand and power tools
- A positive attitude and willingness to be flexible, reliable, and show initiative
- Repair and maintain machines
- Attend tafe 1 day per week

Skills and experience

- Eager to learn
- Reliable and punctual attendance to work
- The ability to work as part of a team or unsupervised
- Self motivated with excellent communication skills
- Quick learner and adapt to changes without debate
- Attention to detail

Job benefits and perks

- Full apprenticeship and on the job training to complete Cert III in Engineering-Mechanical Trade Cert III at TAFE NSW
- 4 day work week (Monday to Thursday 6am-4pm)
- Regular overtime on offer
- Long term, stable employment
- Uniforms and PPE provided

PLEASE APPLY VIA SEEK ONLY. APPLICATIONS RECEIVED THROUGH OTHER CHANNELS WILL NOT BE CONSIDERED.

******PLEASE NOTE - APPLICANTS WILL BE CONTACTED FOR INTERVIEW MID JANUARY 2025******

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ELECTRICAL / ELECTRICIAN APPRENTICE

About the business and the role

Due to industry demand and business expansion, we are looking for a new Electrical Apprentice to join our dynamic team, located in Redhead NSW, near Newcastle.

Ontrak Electrical are a family owned OEM, supplying to the mining industry for over 25 years. We service both domestic and international markets. There is long term sustained growth within our business with long term opportunities for the right candidates.

Mature age apprentices are encouraged to apply.

Job tasks and responsibilities

- Learn electrical wiring and components
- Develop ability to read schematics
- Work with hand tools
- Must be able to work both onsite and in the workshop
- Current manual drivers' licence & clear driving record
- A positive attitude and willingness to be flexible, reliable and show initiative

Skills and experience

- Eager to learn
- Reliable and punctual attendance to work
- The ability to work as part of a team or unsupervised
- Self motivated with excellent communication skills
- Quick learner and adapt to changes without debate
- Attention to detail

Job benefits and perks

- Full apprenticeship and on the job training to complete Cert III in Electrotechnology Electrician at TAFE NSW
- 4 day work week including TAFE (Monday to Thursday 6am-4pm)
- Regular overtime on offer
- Site and meal allowances
- Long term, stable employment
- Uniforms and PPE provided

PLEASE APPLY VIA SEEK ONLY. APPLICATIONS RECEIVED THROUGH OTHER CHANNELS WILL NOT BE CONSIDERED.

****PLEASE NOTE - APPLICANTS WILL BE CONTACTED FOR INTERVIEW JANUARY 2025****

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Apprentice Electronics/Communications

About the Opportunity

Due to continual growth, Becker Mining Australia is currently seeking a positive and enthusiastic Electronics/Communications Apprentice to join our team. The role is permanent full time, based in Thornton, NSW. This is an excellent opportunity for persons seeking an Electronics/Communications trade career. The Becker Mining Apprentice program includes:

- A structured training program where you will be led by experienced Tradespersons, Supervisors and Managers.
- Ongoing coaching and training provided to you to develop the knowledge and skills for you to become a competent Electronics/Communications technician.
- Payment of apprenticeship fees and textbooks and paid time to attend Tertiary education.

About you

To be considered for this position, you will:

- Be an Australian Citizen or an Australian Permanent Resident.
- Be eligible to apply for a full-time Electronics/Communications Apprenticeship (completed Year 10 and/or be 17 years or older).
- Possess strong mathematical aptitude (minimum of Year 10 completion).
- Possess a valid Driver's License.
- Have a genuine interest in pursuing a career in the electronics/communications field in the mining industry.
- Be strong team player, with the ability to work in a team environment and individually.

What we can do for you

Becker Mining strongly believes in providing its employees with a stable future and job security. As a member of our team, you won't just be another number. You will be an important part of the entire Becker family.

We are committed to providing a positive work-life balance and investing in the development of our employees. Our team members can grow with the company and build a rewarding career.

We can offer you:

- A four (4) year Apprenticeship Program that offers experience across underground coal mining, underground hard rock mining, energy distribution, communication systems, automation and mechanical infrastructure.
- A competitive remuneration package.
- Access to Senior Leaders to support you in your apprenticeship journey.

How to Apply

If you're looking for a company that cares about your well-being and values your contribution, then we want you to join us.

To submit your application, use the **Apply for this Job** button below.

All applications should include a Cover Letter addressing the Selection Criteria and a comprehensive Resume.

Applications Close: 6th January 2025

Learn more about Becker Mining Australia: <https://www.beckermining.com.au/>

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Apprentice carpenter

We are seeking an apprentice carpenter for our rapidly growing business. We are open to a mature age apprentice or an existing apprentice in any stage of their apprenticeship. If you can't apply for the job yourself and require your mum and dad to or you haven't applied for the position and your parents have (Mums and Dads) the parenting route you have taken may be to the detriment of your child, wrapping your child in cotton wool will do them an injustice in the working world we live in. We work with people not computers, and need good communicators, carpentry is not a job to be taken lightly, we deal with all facets of building and poor communication will present safety issues on and off site, as well as hinder the ability for us to teach you as a trainee.

If you are an existing apprentice and are not willing to supply trade references from previous employer/employers please do not apply.

The Applicant must have the following!

White card.

A current drivers license, Green P Plates and manual license a distinct advantage.

Their own transport. Although you will be required to drive our vehicles during work hours.

Can demonstrate that they have had a keen interest in working with timber over a period of time (ie has chosen industrial arts electives through out high school, TVET course etc)

If you want to learn all aspects of building from the ground up then this is the place for you. You will be supported by an experienced team of quality builders that will guide and teach you the right way to construct for the long term and take pride in your work. Our OH&S policies are strict to ensure you remain safe in the work environment. Our current team of six tradies range from 51 years old to 19 years old so as long as your sensible and like a laugh we are sure you will fit in.

Please refer to our Facebook page if you would like to check out what we do.

The chosen applicant will require a police check (supplied by us) so do NOT apply if you have a criminal record.

Please supply resume via the email address below or call Paul on 0417420957 8am to 4pm Mon to Fri

E admin@accesshomemodifications.com.au

Air Conditioning Apprentice

DAB Air & Electrical are searching for a 1st year apprentice to join our expanding team. Based in Newcastle, we conduct a range of air conditioning installation and service works within the Hunter region and surrounds.

Hours of work will generally revolve around trade hours Monday-Friday, with the opportunity for overtime.

The right candidate will be reliable, willing to learn, self motivated and take initiative.

The successful applicant will:

- Preferably hold a current drivers license.
- Preferably hold a current white card.
- Be equipped with basic hand tools.
- Have good communication skills. Have a can do attitude.

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Roof Plumbing Apprentice AND Labourer

CGR Pty Ltd is a local roofing company with over 12 years' experience working in Newcastle, The Hunter and Central Coast areas.

We are looking to expand and seek an apprentice wanting to start their trade.

We also have a position available for a labourer to join our team for an immediate start.

Requirements:

- White Card
- Driver's licence and own vehicle
- Working at heights (preferred)
- Own tools (preferred)
- Roof rail experience for the labourer (preferred)

Benefits:

- Above award rates
- Use of Company vehicle for right candidate
- Opportunity to further your career
- Full time work base in Newcastle and surrounding areas. If there is further travel you will get travel bonus and use of Company cars or fuel card.

We look forward to hearing from you.

Note: Only successful applicants will be notified

Leading Hand Carpenter/ Carpenter/ 1st year Apprentice

About EMT Constructions

A small business specialising in the delivery of custom and architectural homes throughout the Newcastle region. We pride ourselves in providing a high level of quality and service to our clients.

The Opportunity

We currently have opportunities for the following:

- 1st year apprentice - would suit a recent school leaver
 - Carpenter - qualified tradesman
 - Leading Hand Carpenter - hands on tradesman experienced in leading a crew onsite, possesses self-motivation and ability to work autonomously
- As a small builder, we specialise in the building process as a whole. These roles will see you gain exposure to all aspects of a new build process, with scope of works outside of Carpentry from demolition to finishing trade activities.

About You

Apprentice; you are self motivated and reliable, with a current drivers licence and own vehicle. You are passionate about forging a career within the Building industry.

Tradesman/ Leading Hand; you are proficient in all areas of carpentry associated with a new build, and have the ability to read and comprehend architectural plans whilst anticipating the next step in each build stage. You are experienced working on custom home builds.

You must be self motivated and confident working autonomously, with little or no supervision. You also have an appreciation for high quality work output.

We are open to engaging on wages or as a subcontractor for the tradesman and leading hand.

To Apply

Apply by submitting your resume, or call for further information on [0407901075](tel:0407901075)

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Metal Fabrication Industry Apprenticeship

WHAT WE OFFER

- Full-time permanent apprentice roles with industry leading company
- The opportunity to achieve a nationally recognised qualification - Certificate III in Engineering - Fabrication Trade (Sheetmetal)
- Work life balance with a Monday to Friday roster, a monthly RDO and occasional overtime
- A supportive team culture that embraces the Downer Difference and a strong focus on health & safety
- Downer Benefits and Reward programme & Employee Assistance Program (EAP)

Our **Energy & Utilities** business is offering Sheetmetal apprenticeships at our **Hexham, NSW Manufacturing Facility** commencing in **January 2025**. These apprenticeships are designed to provide hands on work experience, delivering end-to-end manufacturing solutions from switchboards and switchrooms to skid fabrication. Throughout your time as an apprentice, you will be supported by an exceptional team.

ABOUT YOU

- An energetic 'can-do' attitude, committed to the 4-year apprenticeship
- Strong communication and teamwork skills
- An understanding and appreciation of workplace health and safety
- Commitment to both structured classroom and on the job training
- Trade Pre-Apprenticeship or relevant work experience in your chosen trade field (preferred but not essential)

ABOUT US

At Downer we plan, create and sustain. Downer is the leading provider of integrated services in Australia and New Zealand. Through trusted relationships and world leading insight we work closely with our customers to design, build and sustain assets, infrastructure, and facilities.

ABOUT THE TEAM

Downer's Energy & Utilities business unit is an integrated trans-Tasman team, providing services and solutions that connect communities to essential networks and infrastructure. We design, build, operate and maintain today's critical assets and networks, delivering complete services across the water, electricity, telecommunications, industrial and power generation sectors. Our expertise spans in-house technical smarts, specialist engineering, integrated OEM partners, and dedicated crews of qualified tradespeople.

HOW TO APPLY

Please submit your online application via the advertisement - we do not accept email applications.

Downer Group is an employer that acknowledges and embraces the importance of our people's diverse experiences, talents, and cultures. As an inclusive employer, we welcome applications from everyone.

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Electrician Apprenticeship

Commencing in January 2025

Applicants must reside in the Muswellbrook, Scone and Denman LGAs

The Opportunity

MIGAS Apprentices & Trainees in partnership with **Dartbrook Mine** are currently recruiting for 2 Electrician Apprentices for a January 2025 start.

We are looking for candidates who want to kickstart their career in the underground coal mine industry in the **Hunter Valley**.

At the completion of the apprenticeship, you will become a qualified Electrician and earn a nationally accredited qualification, **UEE30820 Certificate III in Electrotechnology Electrician**.

Job Details

Dartbrook Mine is located in the Hunter Valley approximately 4km west of Aberdeen and 10km north-west of Muswellbrook. The mine has recently been restarted after being in care and maintenance since its closure of operations in 2006.

Your main responsibilities will include electrical repairs, diagnostics, maintenance of equipment, systems and process control, installation of wiring, outlets and switches as well as component change outs where required.

You will be working a 12 hour shift from 6am to 6pm with a roster of either 7/7 or 4/3.

Benefits

- Full time contract
- Access to 1:1 mentoring

The chance to learn from experienced tradespeople

About You

We are looking for candidates who are motivated, have good problem-solving skills, and are dedicated to learning and growing within this industry.

If you have a Certificate II level pre-vocational qualification in the electrical field or have some related work experience this will be highly regarded.

Other requirements will include:

- Maintaining a high-level focus on safety and the environment, following all Dartbrook safety processes and procedures
- Working collaboratively in designated teams
- Completing tasks to the highest quality following instructions of supervising tradespeople
- Excellent analytical skills and a proactive attitude
- Committing to the completion of the qualification, submitting assessments as required and attending all allocated shifts
- Ability to confidently communicate in an effective manner
- You must have reliable transport to and from work and preferably hold a current driver's licence with P Plate minimum

Ability to pass a Pre-Employment Medical, Drug and Alcohol Screen, and Police Check

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First Year Appentice Mechanic

Join Our Award-Winning Workshop as a First-Year Apprentice Mechanic!

Are you ready to kickstart an exciting lifelong career in the automotive industry? Our extraordinarily successful local workshop is looking for a passionate, motivated individual to join our team as an apprentice mechanical technician.

This is a once-in-a-lifetime chance to learn from expert technicians and gain hands-on experience in a dynamic, safe, clean, fast-paced workshop. The position is open to male and female applicants up to and including 19 years of age.

As an apprentice, you'll embark on a transformative four-year journey where you'll acquire all the skills necessary to become a fully qualified mechanical technician. You will diagnose, repair and maintain light vehicles, including cars, light trucks, jet skis and motorcycles. You will gain top-notch training and mentorship to set you apart in the industry.

Your future career and lifelong success start here!

What we're looking for:

We're seeking male and female applicants who are mature, intelligent, respectful, emotionally and medically stable, punctual, and have a strong work ethic. Applicants must also demonstrate a focus on safety and the ability to embrace and work within effective business systems.

What information to prepare for an interview

If you are contacted for an initial interview, you will need to provide the following information. Please note that only original documents are required. Copies are not accepted.

- School reports commencing from year 7 -10
- School reports from years 11 & 12 if applicable
- Copies of any certificates you have earned through your school years
- Certificates of any courses you have completed since leaving school
- Certified copy of your driver's licence from the date it was obtained until December 2024

This position is not suitable for those who:

- Are smokers, vapers or drug takers
- Demonstrate temper tantrums or uncontrollable anger (emotional instability)
- Are lazy and unmotivated
- Have little or no initiative or common sense
- Can't leave their mobile phone alone during work time

What's in it for you?

An incredible learning experience awaits, providing the opportunity to secure the best possible training in a positive, safe environment. This is your golden ticket to a trade qualification that will last a lifetime. Don't miss this chance to supercharge your future career chances! Apply today and take the first step toward becoming a skilled mechanical technician with the region's most trusted mechanical workshop.

Applicant considerations

Applicants with unblemished L or P driving licences will be considered. A certified copy of your driving record must be presented during your first interview. A copy may be obtained from your Service NSW Centre.

Please be aware that final-round applicants must undergo a drug analysis test. Applicants with positive test results will not be considered further.

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Site Installers/Sheetmetal Tradesman & Apprentices

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

Kicking off 2025 we are looking to expand our on site and workshop team

Looking for site installers to assist installing balustrades & handrails. Looking for Sheetmetal tradesman/apprentices 1st, 2nd, 3rd or 4th years & boilermakers (tradesman and apprentices), carpenters & general laborers

Duties may include:

Mig/Tig welding mild steel/aluminum/stainless

Use of power/hand tools

General laboring/factory general hand

Forklift license desired

Driver's license is required - (for site installers)

Immediate start available

If you feel you suit the above, please apply!

chelsea@prostainless.com.au

1st or 2nd Year Plumbing Apprentice for 2025

We are looking for a first or second year apprentice to join our small local plumbing company operating in Newcastle, Lake Macquarie & The Hunter for next year. Majority of our work is small commercial and residential construction projects, however we also have a few maintenance contracts and customers. You will be joining a tight knit team of 7 tradesman and apprentices within a fun environment.

Requirements:

- Completed year 12
- Drivers License & own car
- Basic tools
- White card
- Open to working overtime when necessary
- Keen to learn, self motivated and reliable
- Ability to work independently and as part of a team
- Great attitude and work ethic

On Offer:

- Full plumbing apprenticeship beginning January 2024
- Full Time Position
- Flexible work hours
- Support and mentoring with TAFE course
- Uniform provided
- Great work environment

If this sounds like the right job for you and you would like to join our team please send your resume to admin@millardplumbing.com.au

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Mechanical Fitter Apprenticeship

Commencing in January 2025

Applicants must reside in the Muswellbrook, Scone and Denman LGAs

The Opportunity

MIGAS Apprentices & Trainees in partnership with **Dartbrook Mine** are currently recruiting for 2 Mechanical Fitter Apprentices for a January 2025 start.

We are looking for candidates who want to kickstart their career in the Underground coal mine industry in the **Hunter Valley**.

At the completion of the apprenticeship, you will become a qualified Mechanical Fitter and earn a nationally accredited qualification, **MEM30219 Certificate III in Engineering – Mechanical Trade**.

Job Details

Dartbrook mine is located in the Hunter Valley approximately 4km west of Aberdeen and 10km north-west of Muswellbrook. The mine has recently been restarted after being in care and maintenance since its closure of operations in 2006.

Your main responsibilities will include performing planned and breakdown maintenance on equipment potentially including amongst others conveyor belts, gear boxes, coal handling screens and centrifuges as well as installation of new equipment and machining work.

You will be working a 12-hour shift from 6am to 6pm with a roster of either 7/7 or 4/3.

Benefits

- Full time contract
- Access to 1:1 mentoring

The chance to learn from experienced tradespeople

About You

We are looking for candidates who are motivated, have good problem-solving skills and are dedicated to both learning and growing within this industry.

If you have a Certificate II level pre-vocational qualification in the engineering field or have some related work experience this will be highly regarded.

Other requirements will include:

- Maintaining a high-level focus on safety and the environment, following all Dartbrook safety processes and procedures
- Working collaboratively in designated teams
- Completing tasks to the highest quality following instructions of supervising tradespeople
- Comfortable working in a physically demanding underground environment
- Possess a strong mechanical aptitude
- Committing to the completion of the qualification, submitting assessments as required and attending all allocated shifts
- Ability to confidently communicate in an effective manner
- You must have reliable transport to and from work and preferably hold a current driver's licence with P Plate minimum

Ability to pass a Pre-Employment Medical, Drug and Alcohol Screen, and Police Check

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APPRENTICE LANDSCAPERS

Are you looking to start to your career or looking for a career change? Do you have all the experience and just need the certificate? We may be the place for you!

We are excited to announce that we are currently looking for a first-year apprentice to come and complete their Certificate III in Landscape Construction.

We pride ourselves on our tight knit crews who are happy to provide support and mentorship in all aspects. We take the time to celebrate each other's wins and encourage everyone to push for success.

What we can offer you;

- Above ward wage
- Get a trade qualification while getting paid
- Monthly BBQ's to catch up with your team and to reset for the next month
- Paid day off for your birthday
- Company rewards days
- Weekly tool allowance
- Uniform and wet weather gear supplied
- Access to an EAP service
- Job stability from a well-established company that has been operating for over 24 years.

What we need from you;

- Dedication and commitment to completing all areas of study in the allowed timeframe
- Current P1 license (min)
- Reliable transport
- Well presented
- Show strong initiative
- Strong attention to detail
- Strong communication skills
- A passion for landscaping and outdoors
- A positive "can do" attitude

If this is something you are interested in, please submit your resume and cover letter today!

Please note due to the high volume of applicants, only the successful candidates will be contacted.

1st Year Apprentice Carpenter

We are looking for a 1st year apprentice carpenter. Specialising in timber and steel frames, eaves & cladding.

Must haves

- Be able to work in a big team environment
- Have a license
- A good work ethic
- Tool belt & basic hand tools
- Fast learner and know how to take instructions.

Air Conditioning Apprentice 1st to 3rd Year

Are you an eager worker looking to join a family based team environment?

Griffin Air Conditioning Pty Ltd is looking for a Air Conditioning apprentice (1st to 3rd year) to join our Newcastle and Lake Macquarie team.

- Installation Experience required
- Send your resume to service@griffinair.com.au



Apprenticeship Intake 2025 - Mechanical Trades

Maxwell Recruitment and Training have been a specialist supplier of skilled labour into the heavy industry for over 13 years and currently have multiple Apprenticeships on offer in the Mechanical Engineering sector. This is an excellent opportunity for mechanically minded individuals to progress their skillsets into a career within an industry that is thriving in Newcastle and the Hunter.

Maxwell Recruitment currently have multiple Mechanical Apprenticeships on offer (Fitters & Boilermakers) throughout Newcastle and the Hunter. Successful candidates will have a genuine interest in their chosen field, will not be afraid to get their hands dirty and have a desire to learn new skills with the goal of becoming Trade Qualified, then progressing further post trade.

Key Responsibilities:

- Operate and maintain a range of tools and equipment, such as welding machines, grinders, and power tools
- Troubleshoot and resolve mechanical issues, gaining hands-on problem-solving experience
- Operate various tools and equipment, including welding machines and power tools, following safety protocols
- Collaborate with senior Tradesmen and other team members to complete projects efficiently and to high quality standards
- Maintain a clean and organised work area, adhering to safety and environmental regulations

The Apprenticeship On Offer:

- Apprentices will gain a broad range of skills within their chosen Trade
- Opportunity to complete pre trade training
- Opportunity to join an established business with a proven apprenticeship program
- Above award pay rates
- Work side by side with highly skilled Tradesmen ready to pass on their years of experience & knowledge within the industry
- Opportunity for career progression post trade

What We're Looking For:

- Must have a genuine interest in building a career in Heavy industry
- Junior and mature age candidates are encouraged to apply
- Reasonable writing and computer skills, good level of Math and English
- Current Drivers' Licence OR as a minimum Learners Licence on your way to getting your Ps
- Must have completed year 10 (as a minimum)

Please note, you will be required to carry out D&A testing prior to commencement.

If you are interested in this opportunity we encourage your application. Join our team and be a part of a company that values its employees and invests in their success. To apply, please follow the prompts below or call Jaycob on [0456 998 698](tel:0456998698).



apprenticeship light vehicle mechanic 1st or 2nd year

The Opportunity

Are you a driven individual looking to kickstart your career in the automotive industry? Hawkins Mechanical, a reputable and growing automotive workshop, is seeking a motivated **1st or 2nd year apprentice light vehicle mechanic** to join their team in **Lambton, NSW 2299**. This is a **full-time** role with excellent opportunities for growth and development.

Key Responsibilities

- Assist experienced mechanics in the repair and maintenance of a variety of light vehicles
- Perform routine servicing tasks such as oil changes, tire rotations, and brake inspections
- Diagnose and troubleshoot vehicle issues under the guidance of senior technicians
- Learn and apply appropriate repair techniques and procedures
- Maintain a clean and organised work environment
- Participate in ongoing training and development programs

What We're Looking For

- Currently enrolled in a light vehicle mechanics apprenticeship program, either 1st or 2nd year
- Strong mechanical aptitude and a keen interest in the automotive industry
- Good problem-solving and critical thinking skills
- Effective communication and teamwork abilities
- A commitment to safety and attention to detail
- A willingness to learn and grow within the company
- drivers licence

What We Offer

At Hawkins Mechanical, we are dedicated to supporting the growth and development of our team. As an apprentice, you will have the opportunity to learn from experienced mechanics, receive ongoing training, and work towards your qualification. We offer a supportive and collaborative work environment, competitive wages, and opportunities for career advancement.

About Us

Hawkins Mechanical is a well-established automotive workshop serving the **Lambton** community for over 20 years. We pride ourselves on our commitment to quality workmanship, exceptional customer service, and a strong focus on workplace safety. As a growing business, we are constantly seeking talented individuals to join our team and contribute to our continued success.

If you're ready to take the first step in your automotive career, we encourage you to apply now!



Electronics Apprentice

HunterNet Career Connections, in partnership with our host company Securcom, is seeking an Electronics Apprentice to join the team in Tomago. This is an exciting opportunity for a school leaver or someone looking for a career change to complete the Certificate III in Electronics and Communications over 4 years while working full-time.

Securcom helps businesses protect their operations by providing security solutions that reduce risk. They assess security needs, address potential threats, and ensure that security measures are effective and up to date. Their services also include helping clients evaluate how well their security programs are working and offering advice for improvement.

What's in it for you?

- Earn while you learn!
- Gain a nationally recognised qualification
- Learn from highly skilled technicians in an exclusively enterprise / commercial environment
- Access our Employee Assistance Program
- Receive paid study time with one-on-one mentoring and support
- Thrive in a supportive work environment that promotes an inclusive culture

What will you do??

- Work across a variety of client sites, working inside or outside.
- Learn to follow plans and schematics for security equipment and systems.
- Develop the skills required for installing, repairing, testing and maintaining security equipment, communications cabling and associated systems.
- Assist in programming configuration and commissioning of electronic security equipment and systems.
- Develop a thorough understanding of simple and complex wired and wireless network systems

Other duties of this role include, but are not limited to:

- Recording data on testing techniques, equipment and other work under supervision
- Reporting findings and results to colleagues
- Fault find and solve fundamental electronic and communications systems problems
- Fabricate, assemble and dismantle electronic equipment and devices
- Install, set up, test, repair and maintain electronic equipment and devices at a component/sub-assembly level
- Use industry relevant computer applications
- Follow all WHS policies and procedures
- Complete TAFE competencies
- Perform other duties as directed by your supervisor.

What we're looking for:

- A highly driven and motivated individual
- Strong attention to detail and accuracy
- A team player who works well in a collaborative environment
- Proficiency with computers and the ability to follow instructions and processes
- A valid driver's licence with reliable transportation or suitable travel arrangements
- A strong commitment to workplace safety
- Dedication to completing the practical and theoretical components of a 4-year apprenticeship
- Ability to apply for and maintain all required security licences and security clearances at a state and national level.

Must be an Australian Citizen



1st Year Fitter Machinist Apprentice

Looking to start a career as a Fitter Machinist? HunterNet Career Connections are seeking an enthusiastic individual to join their team as an apprentice Fitter Machinist in Bennetts Green. Working with our host company, Regal Rexnord, we are looking for a motivated individual who is interested in completing a Certificate III in Engineering - Mechanical Trade. The successful applicant will complete this apprenticeship over 4 years while gaining on the job experience with a nationally recognised company.

Regal Rexnord are a leading producer of motors and related components, their essential products help keep systems running in mission-critical applications worldwide - including indoor air quality products used in hospitals, homes, and senior living facilities; industrial products that support food and beverage, and pharmaceutical production; and conveying equipment and components that help warehouse's function.

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:

- Assist trades with cleaning of gearboxes on arrival
- Disassembly of gearboxes and preparation of strip reports
- Assist in the assembly of new and rebuild gearboxes including assembly reports
- Assist with the set-up of load testing of gearboxes
- Prepare parts for NDT testing
- Prepare finished gearboxes for shipping
- Painting and preparation for painting if required
- Assist trades with hydraulic pipework and hose connections
- Instrumentation fitting
- Prepare parts from warehouse ready for assembly
- General workshop maintenance and cleaning as required

What we're looking for:

- Good work ethic
- Sound mathematical ability
- Genuine interest in Fitting & Machining
- Willingness to learn and positive attitude

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



Apprentice - Landscaping

Marsupial Landscape Management has been at the forefront of commercial landscape management in Australia for over 38 years. We manage large-scale infrastructure and open space assets across 4 states & a broad range of market sectors - priding ourselves on delivering the highest levels of service through innovation, horticultural expertise & our technical asset management capability.

Marsupial has got some great opportunities for a **Landscaping Apprentice** to join our Newcastle division working within a team of qualified landscapers and horticulturalists on commercial landscape construction and landscape maintenance projects. Get paid to complete your qualification!

We've got opportunities for apprentices of any year and school leavers looking to start an apprenticeship studying the Cert III Landscape Construction or Cert III Parks and Gardens.

This role will be based from various sites around the Newcastle / Hunter region. Duties will include mulching, pruning, weeding, gardening, edging and other maintenance tasks.

Why work for Marsupial:

- Above Award rates
- Mentoring from experienced and qualified landscapers and horticulturalists
- Gain diverse experience working across a range of large-scale commercial landscaping projects and sites
- A professional yet down-to-earth culture
- Support for your studies and ongoing career ambitions
- Be recognised for your hard work

About you:

- Be motivated and willing to learn
- Genuine interest in gardening and the outdoors
- Construction Induction (White) Card
- Drivers Licence Preferred

We value our people and encourage diversity in our teams. Marsupial are an equal opportunity employer and we welcome applications from all suitably qualified people.

To learn more about us please visit our website: <https://marsupial.com.au/> or our LinkedIn page <https://www.linkedin.com/company/marsupial-landscape-management/>

Youth Links

9th December 2024

LIKE us on
Apprenticeship



Apprentice Chef Wanted – 1st or 2nd Year

Kookaburras Brasserie and Grill – Kurri Kurri Bowling Club

Are you ready to kickstart your culinary career or take the next step? Join our team at Kookaburras Brasserie and Grill, located at Kurri Kurri Bowling Club!

We're on the lookout for a passionate and motivated **1st or 2nd Year Apprentice Chef** to join our bustling kitchen. This is your chance to learn, grow, and craft delicious meals alongside a supportive and skilled team.

What We Offer:

- Hands-on experience in a fast-paced, vibrant kitchen.
- Guidance and mentorship from experienced chefs.
- Opportunities to learn a variety of cooking techniques and styles.
- A friendly, team-focused work environment.
- Access to our Employee Assistance Program, supporting your well-being

What We're Looking For:

- A positive attitude and eagerness to learn.
- Passion for cooking and creativity in the kitchen.
- Commitment to delivering quality food and exceptional service.

Ready to start your culinary journey with us? Send your application today!

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 Carpenter | Commercial Construction

Oakdale Group is a Formwork Industry leader, providing works for over 30 years on Commercial Projects in NSW, ACT & Queensland. We are seeking highly motivated 1st Year Apprentices to join our Company.

As an Apprentice Carpenter you will work with skilled Carpenters and Formwork Specialists to gain experience in a wide range of skills, working on assorted projects including Hospitals, Shopping Centres, and Multi Storey Apartment Blocks and Carparks.

This role is full-time, for a fixed training program of 4 years, and will commence in late January 2025. Prior to commencing on Commercial sites, the apprenticeship position will be based in Beresfield Operations Yard.

- You must have a genuine interest in Construction
- You must have a good attitude
- Must be reliable and punctual
- Basic reading and writing skills are required to complete your training

If you are interested in this opportunity, please email your application letter and resume

to apprentices@oakdalegroup.com.au

9th December 2024

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Apprenticeship



Electrical Apprentice

Do you want a great place to work where you have plenty of scope to learn, work on interesting projects, have fun, and love coming to work? We would love you to join us.

Insight Electrical and Data is a family owned domestic and small commercial electrical business that pride themselves on delivering high end finishes with exceptional customer service in all areas of our electrical projects. We are currently seeking apprentices to join our growing team, servicing the Newcastle area.

If you're enthusiastic and looking for a fresh start with a company that values the contribution you make and invests in your development, then this role is for you.

We currently have a highly motivated team, who take pride in the overall quality of their work in the jobs we take on. We have quite a few projects incoming and with business expanding, we are keen to get you on board.

What we offer

- Above award rates.
- 9-day fortnight with every 2nd Friday off to ensure we all have a good work/life balance.
- Fun team environment with, lunches, BBQs and fun social events throughout the year. You'll need a sense of humour!
- End of year Christmas shut down.
- Mentorship: A boss who looks after you and a supportive, energetic, and collaborative team.

Key responsibilities & Learning

- Learn from experienced professionals, assisting in the installation and maintenance of electrical systems for high end architectural new builds and renovations.
- Learn how to ensure electrical work complies with local and national standards.
- Receive continued training with a supportive and collaborative team for various electrical systems.
- Learn to read and interpret technical diagrams and schematics.
- Contribute to a safe and efficient work environment by following all safety protocols and maintaining a clean, hazard free workspace.
- Complete required training and coursework to obtain your electrical certification.

About you

- Great attitude and love working with in a team environment.
- Great communication skills.
- Great attitude to safety.
- Passionate about continued learning and personal development.
- Eager to continue or start your career in the electrical field.

If you think you've got what it takes, then please apply now via email to admin@insight-electrical.com.au with your resume, cover letter telling us why you are the right person for the job.

Please include a little bit about your interests outside of work. Knowledge is one thing, but culture and moral is at the top of our list.

Only candidates selected for interview will be contacted.

This position is only open to applicants residing in Australia. We are unfortunately unable to accept overseas applications.

Youth Links



9th December 2024

LIKE us on
Apprenticeship



Apprentice Carpenter

Backspace Living Newcastle

We are an award winning rapidly growing building company specialising in custom granny flats. Backspace is the perfect environment for young aspiring builders through our high volume and detailed builds in small homes giving our carpenters a strong variety in builds from start to finish.

We are seeking a motivated apprentice to join our team.

The ideal candidate will have

- ideally some experience in domestic housing
- Team player
- Can do approach
- Happy to do overtime and prioritise work before sport
- thrives positively to a team environment
- Have their own basic tools
- Own motor vehicle with current drivers licence
- Can do approach

Please send CV outlining your experience in the industry and work referees that can comment on character and work ethic to trent@backspaceliving.com

Electrical Fitter Mechanic Apprenticeship

Rhomberg Sersa Australia is invested in developing our next generation of Rail professionals.

About us

Rhomberg Sersa Australia is a leading rail construction and maintenance specialist, providing for today's rail networks through a complete range of innovative rail infrastructure solutions. With a team of highly experienced local rail professionals, Rhomberg Sersa Australia aims to encourage and drive a culture of service excellence delivering best practice for our clients. We have helped build some of the biggest and most complex rail projects in Australia and the world developing a formidable reputation as an innovator who can get the job done on time on the budget.

Apprentices with Rhomberg Sersa Australia will gain the relevant knowledge, skills, and experience as well as a nationally recognised qualification.

While undertaking Electrical Fitter Mechanic – Resurfacing apprenticeships - Certificate III in Electrotechnology (Electrical Fitter) or Certificate III in Electrical Fitting

Our Apprentices will

- Gain the opportunity to work on the development & maintenance of major electrical infrastructure (Tamping Machines), maintain machines and high-powered engines (Tamping Machines), work as a boilermaker & welder (Heavy Fabrication) or maintaining rail traction wiring systems (Rail Traction).
- Get paid while earning a nationally recognised qualification
- Be mentored by industry leaders
- Learn on the job & build valuable practical skills

About you

- Recent school leaver or individual interested in Rail Construction & Maintenance
- Have or working towards obtaining a Driver's Licence
- A Team player, with a positive, can-do attitude
- Hold a high regard for safety by following safe work practices
- A strong desire to learn & develop a range of new skills
- Able to work a rotating roster including nights and weekends
- Have full Australian Working Rights
- Be able to pass a pre-employment Rail Category 3 medical assessment, including drug & alcohol test
- Excellent written and verbal communication skills
- Proven basic computer literacy skills
- Able to commence full time employment in January 2025

If you think this could be you – apply now!

Note - Only successful applicants will be contacted.



Apprentice Carpenter - Boomerang Beach

Robert Plumb Build is a premium residential building company working across Sydney and throughout NSW. Established in 2011, the company is well-known for building excellence, quality craftsmanship and attention to detail. Our success is built on our strong, established team of skilled tradespeople, who take pride in the expertise they bring to each build, and in delivering workmanship of the highest standard. We collaborate with some of Australia's leading architects and interior designers to create notable, award-winning houses, that are beautiful in design and meticulous in structure.

Our projects can be viewed at robertplumbbuild.com.au

We have some exciting new projects in the pipeline across the Central Coast area and beyond, and as a result, we are looking for an Apprentice Carpenter to join our team.

Initially this role will start in Boomerang Beach to see the job through to completion, with the opportunity to continue on to upcoming projects in the area.

What is a Carpentry Apprenticeship?

- 4 years of on-the-job training to become a fully qualified Carpenter, which includes 3 years of TAFE study.
- Working closely with Carpenters and Site Foreman on-site to develop skills and experience.
- Learn all aspects of the Carpentry and building industry.

What we offer?

- High end premium residential projects
- Mentoring by skilled team members
- Above award hourly rate
- Learning and development support

Who are we looking for?

- Great attitude
- Attention to detail
- Reliable and punctual
- Honest and hardworking
- Any stage of Apprenticeship

To apply for this role, you must have Australian working rights. Sponsorship will be not offered.

If you are interested in joining our team, we would love to hear from you!

For more information on our organisation please visit www.robertplumbcollective.com.... or contact [9316 9066](tel:93169066) if you have any questions.

9th December 2024

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Apprenticeship



Apprentice Air Conditioning and Refrigeration Technician

The Opportunity

Atmosphere Air Conditioning & Refrigeration is seeking an enthusiastic and motivated individual to join our team as an Apprentice Air Conditioning and Refrigeration Technician. This is a full-time position based in Taylors Beach NSW 2316, providing you with the opportunity to learn and grow in a dynamic and supportive environment.

Key Responsibilities

- Assist experienced technicians in the installation, maintenance, and repair of air conditioning and refrigeration systems
- Gain hands-on experience in a variety of air conditioning and refrigeration tasks, including system diagnosis, component replacement, and system commissioning
- Participate in theoretical and practical training to develop the necessary skills and knowledge to become a qualified technician
- Maintain a clean and organised work environment, ensuring tools and equipment are properly stored and maintained
- Adhere to all relevant safety protocols and procedures to ensure a safe work environment

What We're Looking For

- A genuine interest in the air conditioning and refrigeration industry
- A willingness to learn and a strong commitment to developing your skills
- Excellent problem-solving and critical-thinking abilities
- Good communication and interpersonal skills
- White card.
- Drivers licence advantage but must be able to get to TAFE

What We Offer

At Atmosphere Air Conditioning & Refrigeration, we are committed to supporting the growth and development of our team. As an Apprentice Air Conditioning and Refrigeration Technician, you will have the opportunity to:

- Receive comprehensive on-the-job training and mentorship from experienced technicians
- Attend industry-recognised training courses to obtain the necessary qualifications
- Enjoy a competitive salary and benefits package, including opportunities for career advancement
- Be part of a collaborative and supportive team that values work-life balance
- block release training for TAFE - will require own transport to get there.
- Ability to learn different aspects of the trade.

About Us

Atmosphere Air Conditioning & Refrigeration is a leading provider of air conditioning and refrigeration solutions in the local area. Our commitment to excellence, innovation, and customer satisfaction has earned us a reputation as a trusted and reliable partner. We are proud to be a part of the Port Stephens community and are dedicated to creating a positive and fulfilling work environment for our team.

If you are ready to embark on an exciting career in the air conditioning and refrigeration industry, we encourage you to apply for this Apprentice Air Conditioning and Refrigeration Technician role. **Apply now** and join our dynamic team!

Youth Links



careerlinks
young people, bright futures

9th December 2024

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Apprenticeship



Apprenticeship Program 2025 - NSW - HVAC

BGIS are investing in the future of trades by commencing our 2025 apprenticeship program. We are seeking motivated, dependable individuals whether you are a school leaver or currently in an apprenticeship we have opportunities for you.

Work location for this role is Williamstown, New South Wales, Australia

The Role

Our apprenticeship program allows you to grow into a professional of your preferred trade. Throughout your apprenticeship with us, you will be supported by qualified tradespeople and can work across various key clients. You will learn as you go by receiving on the job training while completing a relevant TAFE Certificate.

What BGIS will support apprentices through:

- Obtaining White Card & additional tickets
- Continuous learning and development on the job

What we offer:

- Fantastic mentoring program
- A competitive above award wage with monthly RDO
- Certificate of proficiency upon completion of Apprenticeship
- Opportunity of work across a range of sites such as Defence, Qantas, Oil & Gas and Critical Environments (Hospitals)
- Company iPad, PPE & Uniform

Must Have

Due to the security clearance required for this role, you must be an **Australian Citizen**.

- Grade 12 HSC or currently enrolled in TAFE
- Provisionals or Driver's License (Red P's onwards)
- Personal Vehicle
- A passion to learn and complete an Apprenticeship
- An honest interest in the trade industry
- Strong interpersonal skills

For more information on BGIS please visit our website apac.bgis.com

Apprenticeship Program 2025 - Carpentry

BGIS are investing in the future of trades by commencing our 2025 apprenticeship program. We are seeking motivated, dependable individuals whether you are a school leaver or currently in an apprenticeship we have opportunities for you.

The Role

Our apprenticeship program allows you to grow into a professional of your preferred trade. Throughout your apprenticeship with us, you will be supported by qualified tradespeople and can work across various key clients. You will learn as you go by receiving on the job training while completing a relevant TAFE Certificate.

What BGIS will support apprentices through:

- Obtaining White Card & additional tickets
- Continuous learning and development on the job

What we offer:

- Fantastic mentoring program
- A co-competitive above award wage with monthly RDO
- Certificate of proficiency upon completion of Apprenticeship
- Opportunity of work across a range of sites such as Defence, Qantas, Oil & Gas and Critical Environments (Hospitals)
- Company iPad, PPE & Uniform

Must Have

Due to the security clearance required for this role, you must be an **Australian Citizen**.

- Grade 12 HSC or currently enrolled in TAFE
- Provisionals or Driver's License (Red P's onwards)
- Personal Vehicle
- A passion to learn and complete an Apprenticeship
- An honest interest in the trade industry
- Strong interpersonal skills

For more information on BGIS please visit our website apac.bgis.com



Apprentice Plant Mechanic

About You

Are you ready to take on your next career opportunity and be part of the biggest industry in the Hunter region?

Do you have the following traits and qualities?

Enthusiastic, keen to learn and be part of a busy team

- Have a strong work ethic, and positive attitude
- Desire to learn
- Have a current driver licence and reliable transport
- A commitment to safe work practices
-

About the Sandvik

Sandvik Mining and Rock Solutions is a globally recognised leader in supplying equipment, tools, parts, service, and technical solutions for the mining and construction industries. The Sandvik Group, we are proud to employ approximately 44,000 people across more than 150 countries.

About Protech

Protech is a technically specialised, customer-focused workforce solutions partner. Our goal is to be First Choice for people who value quality and high performance. Throughout our history, we have consistently challenged the status quo in order to deliver value to our clients and workforce.

About the Role

Apprenticeship in Plant Mechanics

- 4 Year full time position
- Learning and assisting in the maintenance, repair, overhaul and assembly of equipment from the mining industry
- Excellent rates of pay
- Lifestyle roster, working Monday to Thursday
- Comprehensive on the job training, along with class-room based training
- Full support and care throughout your journey

If this sounds like you and are interested in a Trade career, **APPLY NOW**, alternatively, call 4928 7900 and ask for Brad.



2025 NSW Boilermaking/Welding Apprenticeship

We are currently seeking Boilermaker/Welding apprentices who are keen to join the Monadelphous family and grow with us in the Hunter Valley region.

Participants will complete a Certificate III in Engineering with the local TAFE and simultaneously gain experience with Monadelphous. On-the-job and classroom-based training will provide the opportunity to gain essential skills to work within the industry.

Working with Monadelphous offers many benefits, some of which include:

- Nationally accredited qualification
- Opportunity for growth and career progression

Key Responsibilities:

- Comply with responsibilities relating to the terms of the Training Contract as an Apprentice
- Complete a qualification of Certificate III in Engineering – Fabrication Trade while working in a full-time capacity

What you will bring:

- Relevant work experience in the industry
- Pre-apprenticeship (Certificate II Engineering) is highly regarded
- Valid Australian manual driver's licence
- Keen interest and commitment to your trade pathway
- Excellent communication and interpersonal skills
- Proof of right to work in Australia
- Local to our Hunter Valley operations

Life at Monadelphous

We celebrate our diversity and shared values and are committed to inclusion and equal opportunities for all. We're committed to hiring locally, encourage people of all diverse backgrounds to apply and strongly encourage women and First Nations people to submit an application.

About us

Monadelphous is an ASX-200 company providing multidisciplinary construction, maintenance and industrial services to many of the largest companies in the resources, energy and infrastructure sectors. Established in 1972, we've been working in Australia and around the world for more than 50 years. We work on the biggest projects and ensure our teams have a variety of opportunities available to follow their career path of choice. Our Maintenance and Industrial Services division specialises in providing comprehensive, multidisciplinary maintenance and improvement solutions for customers across Australia and internationally, through a network of supporting workshops and operations in key regional areas, within the resources, energy and industrial sectors. Our expertise encompasses a wide range of services including the planning, management and execution of mechanical and electrical maintenance and project services, shutdowns, civil and infrastructure works, fixed plant maintenance services, access solutions, specialist coatings and rail maintenance services. We have been part of the local community in the Hunter Valley and Newcastle region for over 16 years, proud to be providing jobs in Mining, Mineral processing, and Heavy Industry for this region. Safety is at the forefront of everything we do, and we live by our promise: *The Safe Way is the Only Way*. Apply now to get started. A career at Monadelphous is a career with a difference. Make it yours.

Youth Links

9th December 2024

LIKE us on
Apprenticeship



2025 NSW Mechanical Fitting apprenticeship

We are currently seeking Mechanical Fitting Apprentices who are keen to join the Monadelphous family and grow with us in the Hunter Valley region.

Participants will complete a Certificate III in Engineering with the local TAFE and simultaneously gain experience with Monadelphous. On-the-job and classroom-based training will provide the opportunity to gain essential skills to work within the industry.

Working with Monadelphous offers many benefits, some of which include:

- Nationally accredited qualification
- Opportunity for growth and career progression

Key Responsibilities:

- Comply with responsibilities relating to the terms of the Training Contract as an Apprentice
- Complete a qualification of Certificate III in Engineering – Mechanical Trade (Fitting) while working in a full-time capacity

What you will bring:

- Relevant work experience in the industry
- Pre-apprenticeship (Certificate II Engineering) is highly regarded
- Valid Australian manual driver's licence
- Excellent communication and interpersonal skills
- Proof of right to work in Australia
- Local to our Hunter Valley operations

Life at Monadelphous

We celebrate our diversity and shared values and are committed to inclusion and equal opportunities for all. We're committed to hiring locally, encourage people of all diverse backgrounds to apply and strongly encourage women and First Nations people to submit an application.

About us

Monadelphous is an ASX-200 company providing multidisciplinary construction, maintenance and industrial services to many of the largest companies in the resources, energy and infrastructure sectors. Established in 1972, we've been working in Australia and around the world for more than 50 years. We work on the biggest projects and ensure our teams have a variety of opportunities available to follow their career path of choice. Our Maintenance and Industrial Services division specialises in providing comprehensive, multidisciplinary maintenance and improvement solutions for customers across Australia and internationally, through a network of supporting workshops and operations in key regional areas, within the resources, energy and industrial sectors. Our expertise encompasses a wide range of services including the planning, management and execution of mechanical and electrical maintenance and project services, shutdowns, civil and infrastructure works, fixed plant maintenance services, access solutions, specialist coatings and rail maintenance services.

We have been part of the local community in the Hunter Valley and Newcastle region for over 16 years, proud to be providing jobs in Mining, Mineral processing, and Heavy Industry for this region.

Safety is at the forefront of everything we do, and we live by our promise: *The Safe Way is the Only Way*. Apply now to get started. A career at Monadelphous is a career with a difference. Make it yours.



Carpenter and Joiner Apprentice Carpenter

Are you keen to kickstart an exciting career in the construction industry? Southern Cross Saunas' is seeking a Carpenter and Joiner Apprentice Carpenter to join our team in Morpeth, NSW. This full-time role will see you learn valuable trade skills while working alongside experienced carpenters and joiners to construct high-quality custom saunas for our clients.

What you'll be doing

- Assist with the construction and installation of wooden sauna structures, benches, and fixtures
- Learn how to read and interpret technical drawings and blueprints
- Operate power tools and machinery safely and effectively
- Perform general carpentry and joinery tasks such as cutting, shaping, and assembling wooden components
- Maintain work areas and tools in a clean and organised manner
- Contribute to a collaborative and safety-focused team environment

What we're looking for

- Strong interest and aptitude for hands-on construction work
- Good communication and problem-solving skills
- Ability to follow instructions and work safely
- Willingness to learn and develop new skills
- Reliable, punctual, and dedicated approach to your work

What we offer

At Southern Cross Saunas', we pride ourselves on providing a supportive and nurturing environment for our apprentices to thrive. As an Apprentice Carpenter, you'll receive:

- **Structured on-the-job training and mentorship from experienced tradespeople**
- **Opportunities to attend technical courses and gain recognised industry qualifications**
- **Competitive apprentice wages with regular pay reviews**
- **A collaborative and inclusive team environment**

About us

Southern Cross Saunas' is a leading manufacturer of custom-designed saunas and steam rooms. We take pride in crafting high-quality, sustainable products that enhance the wellbeing of our clients. As a growing business, we are committed to nurturing and developing the next generation of skilled tradespeople to support our continued success.

If you're ready to embark on an exciting career in carpentry and joinery, **apply now** to become our next Apprentice Carpenter!

Youth Links

9th December 2024

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Apprenticeship



Apprentice - Technician

The Company

At **Eagers Automotive** we are working towards our vision of being Australia's most admired Automotive Group and we have the talent to make it happen, with a legacy spanning over a century of rich company history, and a workforce of over 8,000 employees spread across Australia and NZ, and a footprint in every capital city there are endless options for progressing your career. We are more than just automotive retailing; we are a multi-faceted cohort of **great people doing great things**.

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

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

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

To be successful you'll need to:

- Carry out vehicle repairs and/or maintenance as per the repair order
- Plan each job for maximum efficiency
- Repair and maintain in-line with Manufacturer and Dealership requirements
- Have strong communication and leadership skills

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

Why we'd be great together:

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

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

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

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

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

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



Apprenticeship Program 2025 - Plumbing

BGIS are investing in the future of trades by commencing our 2025 apprenticeship program. We are seeking motivated, dependable individuals whether you are a school leaver or currently in an apprenticeship we have opportunities for you.

The Role

Our apprenticeship program allows you to grow into a professional of your preferred trade. Throughout your apprenticeship with us, you will be supported by qualified tradespeople and can work across various key clients. You will learn as you go by receiving on the job training while completing a relevant TAFE Certificate.

What BGIS will support apprentices through:

- Obtaining White Card & additional tickets
- Continuous learning and development on the job

What we offer:

- Fantastic mentoring program
- A competitive above award wage with monthly RDO
- Certificate of proficiency upon completion of Apprenticeship
- Opportunity of work across a range of sites such as Defence, Qantas, Oil & Gas and Critical Environments (Hospitals)
- Company iPad, PPE & Uniform

Must Have

Due to the security clearance required for this role, you must be an **Australian Citizen**.

- Grade 12 HSC or currently enrolled in TAFE
- Provisionals or Driver's License (Red P's onwards)
- Personal Vehicle
- A passion to learn and complete an Apprenticeship
- An honest interest in the trade industry
- Strong interpersonal skills

For more information on BGIS please visit our website apac.bgis.com

9th December 2024

LIKE us on
Apprenticeship



Apprentice Mechanic - Newcastle

ABOUT THIS ROLE

As a **JJ's First Year Apprentice, Heavy Vehicle Mechanic**, you will play an integral role within our workshop team in our Newcastle depot.

As part of your apprenticeship, you will have mentoring at every step . . . You will be interested in a Certificate III (Heavy Vehicle Road Transport) Heavy Commercial Vehicle Apprenticeship.

JJ's offers an established apprenticeship program that supports the pursuit of a dynamic and rewarding career as a qualified tradesperson.

You will report to the Workshop Manager and will learn to conduct all facets of preventative maintenance and repair of heavy rigid vehicles including brakes, steering, suspension, hydraulics, and fabrication.

We are an essential services industry, offering stability to employees and reliability to our customers.

BENEFITS

We appreciate there is more to life than work, we provide a variety of work options to ensure the job gets done; with competitive remuneration and a range of benefits, regardless of your role or location including:

- The stability of a national, Australian family owned and operated business with over 90 years' experience
- Above award rates
- Uniforms and PPE
- Onsite managers who support, review and develop our full time apprentices
- Dedicated training bays / facilities
- Controlled environment for Log Books / Training Records
- Work/life balance
- Monday to Friday
- Essential services industry – job stability
- Full-time, permanent
- Onsite parking
- Local depot / workshop
- Career development and growth opportunities
- Health-fund discounts
- Salary sacrificing and novated leasing (including tools-of-the-trade)
- Banking partnerships – including financial, budgeting and mortgage advice
- Discounts at over 100 retailers (including groceries and fuel)
- Car servicing, parts and accessories discounts – plus new car discounts

NEXT STEPS

Interested applicants should **APPLY NOW**

Depending on the role, the recruitment process may vary slightly; this may include a phone interview, face-to-face interview, skills-based assessment, pre-employment medical and of course, an opportunity to meet the team.

To view our other vacancies or more information about the role go to: www.jjswaste.com.au/careers

Previous applications need not apply

Youth Links

9th December 2024

LIKE us on
Traineeship



Automotive Sales Trainees

Join the Largest Group Recruitment Drive – Launch Your Career in Automotive Sales!

Are you passionate about people and enjoy winning? Kickstart your career in the automotive industry with us! Tony White Group (TWG), Australia's largest family-owned automotive group, is excited to announce our **Automotive Sales Cadet** program. Unlike other offerings, our program is designed to equip you with the skills and experience needed to thrive and succeed quickly in the fast-paced world of vehicle sales.

With over 50+ locations across Queensland, New South Wales, Victoria, and Tasmania, TWG employs over 3,000 industry professionals. As we grow in Newcastle and the Hunter region, we are expanding, with locations in **Hamilton, Cardiff, Maitland, and Raymond Terrace**. Our 17 dealerships are supported by 4,000+ staff, and we want YOU to be part of our team!

Program Highlights:

- **Structured 6-Week Onboarding & Training Program:**
- Hands-on learning with top industry experts
- In-depth training on dealership operations, sales techniques, negotiation, product knowledge, customer service, and more
-
- **Earn While You Learn:** Get paid during the training period!
- **Opportunity for Career Growth:** Successful cadets will be fast-tracked to full-time roles within the automotive sales team.

Key Responsibilities:

- Assist in sales activities with showroom visitors, creating meaningful interactions
- Communicate with customers through a wide range of mediums including internet, phone, social media, and face-to-face
- Know your stock and maintain your database with state-of-the-art CRM systems
- Build relationships with potential customers and provide exceptional service

What We're Looking For:

- A passion for people and cars
- Strong communication skills
- A customer-focused attitude
- Team player with a willingness to learn
- No previous sales experience required – just the drive to succeed!

What We Offer:

- Paid on-the-job training with a structured development program
- Engage with a supportive, highly experienced team
- **Uncapped commission structure** (following a qualifying period)
- Ongoing manufacturer and internal training
- Access to exclusive discounts on vehicle purchases, financing, servicing, and parts
- An **Employee Assistance Program** available to you and your immediate family
- Access to exclusive career progression opportunities within the automotive sales sector locally and across Australia

Apply Today!

Don't miss out on this incredible opportunity to kickstart your career with us! Submit your resume and cover letter to be considered for our next intake.

Deadline for Applications: 14.12.24

Location: Newcastle, Cardiff, Raymond Terrace, and Maitland

Start your journey to becoming an automotive sales expert with our comprehensive training program. We look forward to hearing from you!

Tony White Group (TWG) – Where People Drive Our Success!

9th December 2024

LIKE us on
Traineeship



Property Management Traineeship

ABOUT US

Meeks Real Estate is a family owned local business that prides itself on providing excellent communication and service to all our clients while continuing to grow and nurture our rent roll. We are passionate and invested in providing continual professional and personal growth to all our staff with the opportunity to progress within the company.

ABOUT THE ROLE

We are looking for an enthusiastic team member who has a passion for learning & growth. This is a unique opportunity to learn and develop skills within the Property Management industry, surrounded by a friendly, encouraging and supportive team.

The successful candidate will be working closely with our experienced team to learn all areas of Property Management and assist in the day-to-day running of the department including (but not limited to):

- Coordinating maintenance
- Routine Inspections
- Conducting open home inspections
- Database management
- Assisting with ingoing and outgoing inspections
- Processing applications
- Lease preparation
- Other administrative duties including greeting clients, answering the phone, filing etc

WHAT YOU NEED TO BE SUCCESSFUL IN THIS ROLE

As this is a traineeship, no previous experience is essential. You will be provided with thorough on the job training and supported by a team with over 25 years combined experience. It is expected that you will complete all study requirements of your traineeship on time to allow you to fulfil all requirements of this role. You will need to be honest, reliable, have a strong work ethic and overall enthusiastic, along with the following attributes:

- Outstanding communication skills and dialogue
- Excellent organisational skills and able to effectively prioritise and manage time
- Excellent written and verbal communication skills with strong attention to detail
- Be passionate about committing to ongoing coaching and development
- Proficiency in Microsoft Office suite products
- Driver's licence and own vehicle

This is a great opportunity for the right candidate. If you feel this is for you, please express your interest via a cover letter with resume, and forward to renae@meeksrealestate.com.au.



Childcare Traineeship

Are you looking to start your Early Childhood Education career?

Our Centre in Adamstown is a new, purpose built facility and as we continue to grow and expand, we are looking for a trainee to join our talented team.

Why us?

Our Aim is to provide excellence in early childhood care and education in a welcoming, safe, inclusive and nurturing environment. Little Zak's Academy is privately owned and family run for over 25 years, with a solid commitment to consultative and collaborative management.

About the role

Study towards your Certificate III in Early Childhood while you work and get paid

- Full time position working across a rotating roster mon-fri
- Gain childcare experience across all age groups from 0-5
- Work alongside a supportive team who will mentor and guide you
- **What we are looking for**

Trustworthy, dedicated and positive team player

- Passion and willingness to succeed in the childcare industry
- Supporting the Little Zaks culture through constantly displaying our values
- Current Working with Children Check
- Availability to work fulltime from 16th October 2023

- **Benefits for you**

Amazing state of the art centre

- Work in a beautiful location
- Continuous career development opportunities
- Complimentary uniform
- Parking on site
- Rotating rosters to support a great work / life balance

We are an equal opportunity workplace where diversity is embraced. We foster a culture that supports inclusion and encourage all qualified candidates to apply.

If you meet the key points to be considered for this traineeship, please apply today!

We are dedicated to ensuring the safety and well-being of children by implementing a comprehensive screening and interview process, conducting thorough candidate reference checks, and other checks to foster a child-safe organisational culture."

Youth Links



careerlinks
young people, bright futures

9th December 2024

LIKE us on
Traineeship



Trainee Administration

Banana Bathrooms is looking for an Office Trainee Super Hero.

The role is full time within a great team and environment. Immediate start for the right person !

Banana Bathrooms is a fast paced Bathroom Renovation Business focusing on Customer Service and delivering beautiful bathroom renovations to our clients. We offer a brand new state of the art Showroom with 18 display Bathrooms at Broadmeadow.

The role will include :

Communication to our team
Daily administration to support staff
Cisco office phone system
Policies & procedures
Operating & maintaining the Banana Bathrooms booking calendar
Employee Relations
Email & Mail Procedures

You must be:

A great communicator with a fantastic personality - A people person
Love to learn and assist
An eye for detail and also be flexible to the demand of our busy office
Love working with People and within a great team
Available to work Monday to Saturday

Please apply with a cover letter explaining the spark you can bring to our team and resume.

Trainee Arborist

A to Z Tree Services is seeking motivated and skilled Arborists to join our team!

We have opportunities for both Trainees and Experienced Arborists to work on the Ausgrid network, specialising in tree removal, machinery operation, and truck driving.

Key Responsibilities:

- Tree removal and pruning
- Operating arborist machinery and equipment
- Working on the Ausgrid network
- Driving an MR truck

Requirements:

- ESI Cert 2 (highly desirable)
- Knowledge of Ausgrid safety rules (highly desirable)
- MR truck licence
- White Card

If you're passionate about arboriculture and want to work with a dynamic team, apply today!

To Apply:

Send your resume to [contact email] or call [contact number] for more information

9th December 2024

LIKE us on
Traineeship



New Centre - Mount Hutton- Trainee

Are you looking to start your Early Childhood Education career? This is an entry level position, no prior experience necessary!

Little Zak's Academy is privately owned and family run. Our aim is to provide early childhood care and education in a safe, welcoming, adopting and nurturing environment.

Our staff are dedicated professionals who value the importance of maintaining an optimum level of care and education for all children. We select our staff based on knowledge and values, vision for children and learning, and commitment to families.

Our center in Mount Hutton is a purpose built facility. As we continue to grow and expand, we are looking for a trainee to join our talented team.

About the role:

Study towards your Certificate III in Early Childhood while you work

- Full time paid position working across a rotating roster
- Gain practical childcare experience across all age groups from 0-5
- Work alongside a supportive team who will mentor and guide you
-

What we are looking for:

Current Working with Children Check or willing to obtain (must be at least 18 years of age on commencement)

- Trustworthy, dedicated and positive team player
- A citizen or permanent resident
- Passion and willingness to succeed in the childcare industry
- Support of the Little Zak's culture through constantly displaying our values
-

Benefits for you:

Rotating rosters to support a great work/life balance

- Generous childcare discounts for your own children
- Continuous career development opportunities
- A paid day off on your birthday
- Invitation to our family fun day for you and your family
- Company Awards Night
- Travel Allowances (Please ask about this)

We are an equal opportunity workplace where diversity is embraced. We foster a culture that supports inclusion and we encourage all qualified candidates to apply.

Do not miss out on this great opportunity! If this sounds like you then, please click 'APPLY NOW' or call Maurice on [0485 982 516](tel:0485982516).

We are dedicated to ensuring the safety and well-being of children by implementing a comprehensive screening and interview process, conducting thorough candidate reference checks, and other checks to foster a child-safe organisational culture."

9th December 2024

LIKE us on
Traineeship



Financial Business Admin Trainee

Join a growing finance broking team, helping Aussies achieve their dreams! Work in a supportive, professional environment as you grow your skills.

- PAID to study a Certificate III in Business Administration
- Fulltime role located in Morisset
- Mid-Janurary 2025 Start

Start Your Career with CCGT

CCGT has been supporting apprentices and trainees on the Central Coast for over **40 YEARS!**

When you start your apprenticeship or traineeship with CCGT, we'll be your legal employer, and you'll work with one of our host employers in your chosen industry.

You'll gain hands-on experience and training while completing your qualification, with CCGT supporting you every step of the way.

About The Host Employer

Our Host Employer is a finance broking company dedicated to helping individuals in the Lake Macquarie community and across Australia with their home loans, business, and asset finance needs. With two years of successful operation, they are now entering an exciting growth phase.

Joining their team means working in a professional and supportive environment, offering an excellent opportunity to build and grow your career in administration.

What We're Looking For

We're searching for someone who is:

- Interested in the finance or real estate sector.
- Bubbly and personable.
- Motivated to learn and grow.
- Interested in developing skills in business administration.
- Organised and detail-oriented.
- A strong communicator with a positive attitude.

About The Role

In this role, you'll gain real-world experience while studying for a **Certificate III in Business Administration**. You'll be PAID to learn on the job over **12 months** with **ACCM**.

Your duties will include:

- Greeting clients in the office
- Answering phone calls & responding to emails/enquiries
- Maintaining client electronic files
- Data entry
- Assisiting with social media content
- Online community engagement
- Providing general administrative support.
- Assisting with customer inquiries.
- Data entry and maintaining accurate records.
- Supporting the team with daily tasks and projects.

Take the Next Step! Click **APPLY NOW** to upload your resume and cover letter and take the first step toward kickstarting your career in business!

9th December 2024

LIKE us on
Traineeship



Hospitality Cafe Traineeship

Located in the **heart of the Hunter Valley**, **Wattaka Café** is a **100% Aboriginal-owned social enterprise** offering supported employment in hospitality for Indigenous people on NDIS plans, whilst bringing the vibrant tastes of native Australia to the Singleton community!

We are looking for someone with a **passion for hospitality**, that would like to complete a **Certificate II or III in Hospitality**, whilst working within a community minded team. This is an **entry-level full-time position** rostered on 38 hours per week Monday – Friday (no evening or weekend work required). This position is full of opportunities and the best part is **we do not require experience, just passion, initiative and a desire to learn!** (This is an Aboriginal Identified position in accordance with section 14 (d) of the Anti-Discrimination act, 1977).

As a trainee you will learn: Front of house service skills, how to work within a team, become a trained barista, food & beverage skills, food safety management and hygiene, work health and safety, Learn POS (point of sale) systems, assist with café food preparation/catering preparations, Ungoороо functions and events, and most importantly how to deliver exceptional customer service to create welcoming experiences.

Along with a positive & fun personality, we would love our trainee to have the following values;

- respect
- integrity
- take pride in personal presentation
- trust and honesty
- possess a strong work ethic and show initiative
- like to engage in conversations with customers to make them feel welcome
- be committed to complete the required studies for the position

Benefits of working at Wattaka Café;

- Earn whilst you learn, an investment into your future
- Mentoring through the Ungoороо Barrangirra Team
- Supportive environment with a collaborative approach
- Salary packaging
- Enjoy a break over the Christmas break as Ungoороо/Wattaka Cafe chooses to spend time with their families

With a traineeship comes commitment, the trainee must be able to;

- Attend all training session for the course
- Meet workplace training and assessment task requirements
- Notify Ungoороо Aboriginal Corporation immediately if they identify the need for additional assistance with the activity requirements of the Traineeship

To Apply:

- Identify as Aboriginal or Torres Strait Islander
- Must be an Australian Resident to be eligible to enroll in certificate II or III
- Submit your resume, with a letter or video application telling us your story & why you would like to work with the Wattaka Café Team!

Any enquires – please contact – hr@ungooroo.com.au

Youth Links



9th December 2024

LIKE us on
Traineeship



Early Childhood Trainee

Kindy Patch Redhead

At G8 Education our team members across our 430+ locations within Australia are making a difference in the lives of children and their families. With a passion for delivering quality early childhood education and care, we focus on compassion, dedication, integrity, and innovation to help us achieve our potential. We believe in giving the next generation of educators the best possible start to their career, through our Study Pathways Program.

We are seeking passionate and committed individuals to join our rewarding **traineeship** program in the Certificate III in Early Childhood Education and Care. Graduates from our program don't just complete their qualification, they emerge with all the knowledge and experience needed to commence a meaningful career as an early childhood professional.

What we can offer you:

- Competitive wages for Certificate III Trainee Educators.
- Fee Free Training – G8 Education will cover all enrolment and training fees.
- Engagement with trusted and leading training organisations and access to a dedicated G8 Study Pathways Support Team.
- Paid, rostered study time in the workplace – up to 1 full day per month.

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

Kindy Patch Redhead

What we need from you:

- The willingness to make life-long impact to inspire future generations
- The motivation to study towards a Certificate III in Early Childhood Education & Care
- The ability to gain a Working with Children Check
- Excellent verbal and written communication skills
- Friendly and energetic

Team member benefits we will provide you with:

- First Aid & CPR paid for annually
- Access a 50% discount on early education and childcare fees at any G8 Education Centre
- Access to team member benefits and discounts including hotels, health insurance, gym memberships, and theme park admissions
- Counselling for team members and their families through Employee Assistance Program (EAP)
- Future opportunities to grow your career through our Diploma and Bachelor Scholarship programs

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

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

Youth Links



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9th December 2024

LIKE us on
Traineeship



Purchasing Trainee

At **Cougar**, we're not just building machines – we're shaping the future of the underground coal industry. As a leading OEM manufacturer and service provider specialising in cutting-edge diesel equipment, we're expanding rapidly to meet the demands of our growing customer base.

We are seeking a reliable, self-motivated candidate eager to develop skills for a career in Supply Chain, with no experience required. Strong communication skills are essential for liaising with suppliers and internal teams. The trainee will receive mentorship while completing a 'Certificate III in Business Administration'.

Why Cougar?

- Competitive salary and benefits such as employee assistance program, fitness passport and employer funded salary continuance.
- Supportive and friendly work culture.
- Opportunities for professional development and career growth.

What you'll be doing

- Conduct expediting activities to align with schedule and quality requirements
- Tracking supplier progress to ensure adherence to purchase orders
- Support the Purchasing Manager and Purchasing Officers with low value Purchase Orders.
- Manage and maintain all aspects of master data
- Assist with sourcing Vendors for sites and products.
- Liaising directly with site teams and external vendors for Projects.
- General administration duties and ad hoc tasks allocated by the management teams.
- Develop understanding and working knowledge of other platforms within Procurement such as Power BI, Sharepoint, and Ostendo platforms.

What we're looking for

- Strong communication and collaboration skills.
- Proficient in Microsoft Office Suite.
- Exceptional attention to detail and accuracy in data entry.
- Ability to work both independently and as part of a team.
- Possession of a valid driver's license.
- Previous experience in a heavy vehicle manufacturing or industrial environment (preferred).
- Availability for a 6:30 AM start time.

As part of our recruitment process, you may undergo background checks, including police checks, medical assessments, drug and alcohol testing, and reference checks.

If you're ready to take the next step in your career and join a growing team, we'd love to hear from you! Applications close 6th of January 2025.

Youth Links

9th December 2024

LIKE us on
Traineeship



Dump Truck Traineeship

Programmed Energy and Resources is currently seeking motivated candidates for an exciting opportunity to undertake a **Dump Truck Traineeship** with our leading mining clients in the Upper and Lower Hunter Valley.

The roster will be an even time 12.5hr rotating day and night roster, averaging 43.75 hours per week including working every second weekend.

Benefits:

- Excellent flat pay rates ranging from \$37 an 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:

- 24-Month full-time permanent role
- This competency-based traineeship leads to a nationally recognised qualification, Certificate III - Surface Extraction Operations
- Locations throughout the Lower and Upper Hunter Valley NSW
- Follow a 12.5 hour rotating roster including days, nights and weekends

About you:

- Safe and productive work ethic
- Hold a current Car P2 drivers' licence or higher - **MUST** be able to confidently drive a manual vehicle
- Be able to work a rotating roster including nights and weekends
- Provide 2 recent work referees
- Be able to provide a local residential address, this is **NOT** FIFO
- Be available to attend required interviews in the Singleton Office
- Able to undergo and pass full Order 43 Coal Services Health medical and D&A Test
- You will be asked to provide an RMS driving record for consideration if you are invited for an interview.

Work for a professional team with years of industry experience that is committed to your safety. Great careers start with us!!!

If this job interests you, applications can be submitted online either via the Programmed website jobs.programmed.com.au or via our app **Programmed GO**, available to download free from the app store.

Please also check out our beautiful region and all it has to offer at <https://www.visitnsw.com/destinations/hunter/hunter-valley>

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.

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

So it's over to you, if this opportunity is right for you apply today!

To learn more about Programmed, we encourage you to visit our website.



Trainee fulltime Childcare

ABOUT US

Eleebana Children's Centre is a small boutique 38 place, two room Long Day Care Service that opens from 8am-5:30pm weekdays. We are a family based centre open for over 30 years. We are a leader in the local area and are recognized for our innovation, initiative, leadership, service, quality and support for its Educators and Commu

Trainee Position:

Our Trainee position is an entry level for 18 months which could lead to a full-time permanent position and you will have the opportunity to work with all age groups within a friendly and professional environment.

ESSENTIAL REQUIREMENTS

- To be willing to study independently
- Excellent written and verbal communication skills
- A bright, bubbly and outgoing personality
- Must be able to work as part of a team
- Be self motivated and able to work unsupervised.
- Flexibility and a hard working nature
- Be willing to obtain a paid working with children's check before starting employment

BENEFITS TO YOU

- Paid Training
- Mentoring and support
- Complimentary Uniform.
- Opportunity for full time position
- No prior experience is necessary
- No up front costs
- Lower opening and closing hours
- Discount on Childcare fees

You must be eligible to work in Australia.

Only successful applications will be contacted for interview.

We look forward to hearing from you!

Youth Links



9th December 2024

LIKE us on
Traineeship



Certificate III Trainee - East Maitland

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 Opportunity (Certificate III ECEC) - East Maitland Centre

We're thrilled to announce an opening for a passionate and eager-to-learn trainee to join our team at our East Maitland 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

Full Time - Embrace a consistent schedule of 38 hours per week.

Competitive Pay - Enjoy wages at CSE Level 1.1 (\$23.97/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 Building - 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.

Youth Links



9th December 2024

LIKE us on
Traineeship



Business Administration Traineeship

At Empowered Community Services, our vision is to provide better outcomes for people with a disability. To achieve this, we've fostered a culture that is centered around our core values of diversity, trust, understanding, and respect. We are committed to delivering high-quality services to our clients while promoting their personal development and empowering them to achieve their goals.

Business Administration Traineeship Opportunity

We are excited to offer a **Business Administration Traineeship** for individuals interested in starting their career in the disability services industry. As a trainee, you will gain valuable skills and experience in business operations while working within a team that supports people with a disability. You will have the opportunity to contribute to the smooth running of our services and help improve outcomes for people with a disability, all while completing a nationally recognised qualification.

As part of the recruitment process, candidates will be required to complete a series of assessments to help us better understand your skills and suitability for the role. These assessments may include cognitive testing, computer skills evaluations, and other relevant tasks. The results will assist in ensuring that you are set up for success in your traineeship and help us match you with the best training and support throughout your career journey with us.

Who Are We Looking For?

We are seeking motivated and enthusiastic individuals who are keen to start their career in business administration and contribute to the growth of our organisation. The successful candidates will receive on-the-job training and mentoring to develop the following skills:

- Administrative support and coordination across various business functions
- Engaging with internal teams and external stakeholders
- Willingness to participate in our on-call roster
- Understanding of the NDIS and its processes
- Assisting with client documentation, reporting, and compliance
- Managing office systems, databases, and communications

What Skills & Experience Do I Need to Have?

While previous experience in business administration is not required, the following skills and qualities will help you succeed in this role:

- Strong communication skills, both written and verbal
- A keen interest in business operations and office administration
- Ability to work independently and as part of a team
- Attention to detail and an eagerness to learn
- A genuine desire to contribute to the success of people with a disability
- Knowledge of Microsoft Office or similar software is an advantage

Essential Criteria

- Willingness to complete a Certificate III in Business Administration as part of the traineeship
- High level of motivation, with a strong commitment to learning and development
- Strong organisational and time management skills
- Ability to work flexibly within business hours (Monday to Friday, 9:00am – 5:00pm)
- NDIS Worker Screening Check (or willingness to obtain)
- Valid driver's license (preferred but not essential)
- A positive attitude, initiative, and strong interpersonal skills

Why Work With Us?

- Supportive and collaborative team environment
- Ongoing professional development and career progression opportunities
- Access to an Employee Assistance Program
- Opportunities to gain practical experience and qualification in business administration

A rewarding career in a meaningful industry where you can make a real difference



Trainee Store Person

CNW Electrical Pty Ltd is an Australian owned and operated Electrical Wholesaler with a nationwide network. Regarded as the Leading Independent, CNW have the most highly motivated and skilled people in the industry working in our branches.

Our people are passionate about providing the highest level of customer service. We are seeking an enthusiastic team oriented person, and someone who is well organized and shows attention to detail to take on this full time role currently available within the **CNW Maitland** team. If you are a school leaver or looking for a new start in a fast paced fun business, this is for you!

Duties and Requirements of the role:

- Manage the loading & unloading of all outgoing goods.
- Quality assurance and accuracy of receipting and dispatching goods.
- Picking & Packing of store orders.
- Regular cyclical stock takes.
- Work with the sales team to achieve daily branch requirements.

Our Ideal Candidate would possess:

- Enthusiasm and willingness to learn.
- Must have a current Australian driver's licence (Manual or Automatic).
- Basic computer literacy required.
- Smart presentable appearance.
- Available to work extra hours during busy periods.
- No medical limitations in regard to physical lifting and handling heavy materials within Workplace Safety Limitations.

So if you're looking to start your career in a fun, results driven Australian owned company and feel you tick all of these boxes, please click "APPLY" now!

We would like to take this opportunity to thank all applicants for their efforts in applying; however only those short listed will be contacted.

Youth Links



9th December 2024

LIKE us on
Traineeship



Certificate III Trainee - Bolwarra

Join Our Passionate Team at Tillys Play and Development Centres

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

Trainee Opportunity (Certificate III ECEC) - Bolwarra Centre

We're thrilled to announce an opening for a passionate and eager-to-learn trainee to join our team at our 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

Full Time - Embrace a consistent schedule of 38 hours per week.

Competitive Pay - Enjoy wages at CSE Level 1.1 (\$23.97/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 Building - 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.

9th December 2024

LIKE us on
Traineeship



Traineeship - Childcare

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

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

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.

All applicants must be 18 years or over and you will need to apply for a Working with Children Check prior to commencement.

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

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

- A focus on Professional Development and Training
- Paid First Aid & CPR Training
- Wellbeing & Wellness additional leave
- Long Service Awards
- Staff Mentoring Programs
- Employee Referral Bonus Program
- Fantastic Career Advancement Opportunities to grow your career with us!
- Uniform Provided

50% Staff Discount

Youth Links

9th December 2024

LIKE us on
Traineeship



Trainee Administrator

- \$18.61 per hour + Penalties
- Monday to Friday schedule
- Kurri Location

About Our Client

Our Client is a global leader in mining and civil services, committed to delivering innovation and excellence. By joining us you'll become part of a supportive and professional team dedicated to your success and career growth.

What you will be doing

- Administrative Support: Assist with data entry, filing, and managing correspondence.
- Document Management: Prepare, format, and distribute documents, reports, and presentation's.
- Customer Service: Respond to inquiries via phone and email, providing accurate information and support.
- Scheduling: Help organise meetings, appointment's, and training sessions, ensuring smooth logistics.

- Working Monday - Friday

What you will need

- A current driver's license (or working towards one).
- A proactive attitude and willingness to learn.
- Strong organisational and communication skills.

What's in it for you?

- Comprehensive on-the-job training.
- Mentorship from experienced professionals.
- A pathway to a nationally recognised qualification: Cert III Business Administration.
- Opportunities for career growth and development within the company

Apply Now

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

Rebecca Cooper

[0418 782 103](tel:0418782103)

Rebecca.cooper@workpac.com

Job Order Reference: [NEWCIJ202499648](#)

About WorkPac

WorkPac is Australia's largest privately owned workforce solutions business. We add value to our candidates by providing recruitment, skills and career development opportunities across the Mining, Construction, Healthcare industries and more. Choosing WorkPac is always a Good Move.

Equal Employment Opportunity

At WorkPac, we foster a work environment where everyone feels welcome and valued. As an Equal Employment Opportunity employer, we welcome applicants from all backgrounds and embrace diversity in race, gender, age, religion, culture, and ability.

Youth Links

9th December 2024

LIKE us on
Traineeship



Maitland Regional Art Gallery Trainee

About the role

Maitland City Council's Pathways Program is a fantastic way to kick-start your career and gain professional experience in local government!

Commencing January 2025 for a period of two years, our Maitland Regional Art Gallery Trainee will help provide exceptional front of house administration, curatorial services, exhibition support, and customer service to Council's internal and external stakeholders. As part of the Gallery operations team, you will embody Maitland City Council's guiding principles and make every effort to be welcoming, open minded and make things easy for those you are providing support to.

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

People who identify as Aboriginal and/or Torres Strait Islander only are eligible for this opportunity, in accordance with Section 126 of the Anti-Discrimination Act 1997 (NSW).

About you

To be successful in this role you will possess:

- Aboriginal and/or Torres Strait Islander by descent and identify as an Aboriginal and/or Torres Strait Islander and be accepted as such by the Aboriginal and/or Torres Strait Islander community.
- Eligibility to complete a traineeship (please read role charter to make sure you are eligible before applying)
- Positive attitude to team work
- Effective verbal and written communication skills
- Willingness to learn and demonstrated initiative

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

You will need to:

- Click 'Apply Now'
- Upload a cover letter
- Upload a copy of your resume including copies of school reports (if applicable)
- The trainee wage rate and eligibility criteria are attached to the role charter for information.

Benefits

This is a temporary full time role with a salary range of \$19,983 up to \$40,580 per year plus 11.5% p.a. super depending on age/years out of high school. Council also covers the cost of all education fees and gives trainees access to staff benefits such as fitness passport.

Questions

If after reading the role charter you have any questions, please contact Courtney Novak [02 4934 9835](tel:0249349835).

What happens next?

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

Youth Links

9th December 2024

LIKE us on
Traineeship



Administration Trainee - People & Culture

Start a Career Full of Possible with Mai-Wel!

Hunter Recruitment Group is thrilled to partner with Mai-Wel to offer a fantastic opportunity for a motivated individual to kickstart their career in HR and Administration. This full-time traineeship is perfect for someone eager to earn a Certificate III or IV in Business Admin (with HR electives) while gaining hands-on experience in a supportive, inclusive workplace. If you're ready to step into a future full of growth, learning, and opportunity, this is your chance to join an organisation that is **Full of Possible!**

About the Role

As an Administration Trainee, you'll be a vital part of Mai-Wel's People, Culture, and Safety team. You'll learn on the job while contributing to meaningful work that supports employees across the organisation.

Your key responsibilities will include:

Managing and triaging inboxes for HR and safety-related enquiries.

- Learning to use HR systems to verify documents, update workflows, and manage data.
- Providing exceptional customer service and directing enquiries to the right team member.
- Assisting with general administration and team projects.
- **Mai-Wel Is Looking For someone with:**

A positive attitude and a passion for starting a career in HR.

- Willingness to learn and commit to a 24 month traineeship.
- Great communication and organisation skills.
- Basic computer knowledge (Microsoft Office) and an eagerness to learn new systems.

• **Why This Role is Full of Possible**

This is more than a job—it's a pathway to a fulfilling career in HR and administration.

- Gain on-the-job training and a nationally recognised qualification.
- Be mentored and supported by a team passionate about People, Culture, and Safety.
- Join an inclusive, dynamic workplace committed to making a difference.
- Access to Not-for-Profit Salary Packaging benefits

About Mai-Wel

Mai-Wel is a leading not-for-profit organisation in the Hunter region, creating opportunities that change lives. With a focus on respect, integrity and excellence, Mai-Wel offers a workplace where diversity is celebrated and everyone is supported to achieve their best.

Ready to Start a Career Full of Possible?

If you're a recent school leaver or someone ready to launch a rewarding career, we'd love to hear from you!

Submit your **resume and a cover letter** explaining why this opportunity excites you to Hunter Recruitment Group today.

Applications Close: 8th December 2024



Administration traineeship

Valley Air Conditioning has been a trusted name in the Air Conditioning industry for 14 years, with a strong emphasis on excellence and customer satisfaction. Based in Thornton and serving Newcastle, Hunter Valley, and Central Coast, we are excited to welcome a proactive individual to join our team. Working alongside our large and supportive office team, this position plays a crucial role in our fast-paced environment, offering the opportunity to work closely with our team and contribute to the smooth operation of our business.

Valley Air Conditioning prioritizes delivering top-notch workmanship and professional customer service consistently. With a strong presence in the air conditioning industry for over 14 years, based in Thornton and servicing Newcastle, Hunter Valley, and Central Coast, our success is attributed to our core values, dedicated staff, and unwavering passion for the field.

Key responsibilities include:

- Answering phone calls
- Managing emails
- Banking
- Ordering stationery and spare parts
- Invoicing
- Scheduling

Essential requirements:

- Valid driver's license (P's and above)
- Customer service background
- Reliability and a commitment to long-term prospects
- Ability to work autonomously and collaboratively
- Excellent communication and time management skills
- Keen attention to detail
- Demonstrated initiative

Desirable skills:

- Cash handling experience
- Proficiency in Microsoft Office, including Teams

To apply for this role, please email your resume and cover letter directly to kristan@valleyairconditioning.com.au instead of applying through Seek if you believe this position aligns with your career aspirations.

Youth Links



9th December 2024

LIKE us on
Traineeship



Certificate III Trainee - Waratah 2

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 Opportunity (Certificate III ECEC) - Waratah 2 Centre

We're thrilled to announce an opening for 2 passionate and eager-to-learn trainees to join our team at our Waratah 2 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

Full Time - Embrace a consistent schedule of 38 hours per week.

Competitive Pay - Enjoy wages at CSE Level 1.1 (\$23.97/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 Building - 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.

Youth Links



careerlinks
young people, bright futures

9th December 2024

LIKE us on



Traineeship

Early Childhood Educator (Trainee) - St Nicholas Singleton

Are you passionate about pursuing a career within Early Education and Care? Kick start your career now through a Certificate III Traineeship, no prior qualifications required!

The Benefits

St Nicholas offers a wide range of benefits that support and enrich the lives of our employees, including:

- **Flexibility:** You will be supported to balance work and personal commitments through flexibility
- **Growth:** Paid Industry-leading training and career progression within the organisation through a variety of learning and development pathways
- **Facilities:** State of the Art, purpose built centres powered by 100% green energy
- **Additional Benefits:** Three days additional paid leave at Christmas, employer-funded parental leave, salary packaging, corporate benefits including;
- Fitness Passport, EAP and flu injections
- 50% off childcare fees for all full and part-time employees
- \$1,000 staff referral bonuses (\$1,500 for eligible positions)

The Role

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

You will have the ability to evolve in your role and progress within the organisation through a variety of learning and development pathways.

QUALIFICATIONS/CRITERIA

- No prior qualifications required
- To undertake the Certificate III in Early Childhood Education and Care work based Traineeship CHC30113
- Working With Children Check verification number.
- Computer literacy in order to document examples of learning stories.

If you genuinely share our passion for Early Childhood Education we would love to hear from you! **APPLY** now.

Additional Information

The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons.

All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.

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

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



Certificate III Trainee - Early Childhood

Looking for a new challenge? Start a career in Early Education today!

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

Our experienced team will support you through your studies and guide you on how to develop a love of learning for our children, that will serve them for many years to come and provide you with a solid foundation to build your career on.

Dedicated off the floor study time to support your learning.

We will be looking for candidates that show:

- A genuine passion for Early Childhood and teaching/Interacting with children.
- A positive outlook on busy situations
- Able to think outside the box
- Be ready to jump in, play and get messy!!!
- Exceptional problem solving skills in busy circumstances.
- Self-management strategies that allow for a positive disposition and enthusiastic approach at all times.
- Be willing to work a fortnightly rotation of shifts between 6:30am-6:30pm
- Centre closure between Christmas & New Years
- Willing to make a difference in the lives of the next generation!

If this sounds like you, come and see what makes us different.

Application must include resume and cover letter detailing suitability, highest level of schooling and year completed, and any previous work history.

Youth Links

9th December 2024

LIKE us on
Traineeship



Traineeship

Yours for the taking!

A traineeship in an industry full of career opportunities and training by one of the largest teams of independent qualified optical dispensers in our region.

This position involves dispensing optical appliances, customer service and administration. Working between the four practice locations (Lake Macquarie, Hunter Valley and Port Stephens), the successful applicant will be required to complete Certificate IV in Optical Dispensing.

This course contains math and science subjects woven through the optical industry.

As a full-time position, your rostered hours are from Monday to Saturday inclusive.

Previous experience in retail/customer service would be beneficial but not necessary and no optical experience is required.

To be successful in this role you will need to have;

- An interest in providing a high level of customer service
- Good verbal communication skills and numeracy
- Ability to work with keen eye for detail
- A strong work ethic, be self motivated and pro-active
- Good computer skills including social media
- An ability to be a team player and follow instruction

Exceptional personal presentation and interpersonal communication skills are essential for this position.

Please send your resume, including any experience, along with a cover letter detailing why your application should be considered and what you will bring to this position.

Youth Links



9th December 2024

LIKE us on
Traineeship



Pest Management Technician Traineeship

Complete a [Certificate III in Urban Pest Management](#) over 24 months through formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with your Host Employer, OzPest Solutions.

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

- Visit client locations to inspect for signs of pests (insects, rodents, etc.).
- Identify the type of pests, their entry points, and the extent of infestation.
- Document findings and create a customized treatment plan. Maintain accurate records of treatments performed. Document pesticide usage, safety precautions, and any adverse reactions.
- Apply appropriate pesticides and utilize integrated pest management practices to eliminate pests.
- Set traps, baits, or barriers to prevent further infestations.
- Educate clients on preventive measures (e.g., proper food storage, waste management).

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

- Excellent communication skills
- Empathy and understanding
- Adaptability and problem-solving abilities
- Strong customer service skills
- Knowledge of pest control products and services
- Ability to pass National Criminal Police Check and obtain Working With Children Check
- Current White Card or willingness to obtain prior
- P1 Drivers Licence or above

About Zeal Futures

Zeal Futures provides the ultimate training and employment experience. We create life-changing opportunities by working with industry-leading organisations to deliver high-quality, innovative apprenticeship and traineeship programs across a range of industries.

As experts in vocational education and training, we will support you through all phases of your learning journey, creating a supportive environment that empowers our employees to thrive. Our track record speaks for itself, as we consistently maintain one of the highest completion rates in Australia.

How to apply

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application. You can also apply online at www.zealfutures.com.au by clicking on 'Vacancies' and selecting the relevant position, then the 'Apply Online' button at the top of the page.

All applications require a resume and cover letter outlining your suitability to the role.

If you require assistance with the recruitment process (for instance, this may be filling out forms, interviews, or completing online tests), please contact your recruitment representative on [1800 247 864](tel:1800247864). We are happy to provide any necessary reasonable adjustments or assistance you may need. Please do not hesitate to ask for any help. We look forward to hearing from you.

What else is involved?

After submitting your online application, you may be invited to complete online testing, interviews and pre-employment medicals. We'll also contact your references if you progress through these recruitment stages. Please be sure to check your emails (including your junk folder) and respond to missed phone calls, voicemail messages and text messages.

If you have any questions about this role, please contact **Courtney Ellem** on [02 4932 4222](tel:0249324222).

As a recognised Diversity Champion, Zeal Futures is committed to Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, people with disability, women seeking non-traditional trade opportunities, people from culturally and linguistically diverse backgrounds, and mature aged people. If you require assistance lodging your application with Zeal Futures, please contact our Recruitment Team on [1800 247 864](tel:1800247864).

Youth Links



9th December 2024

LIKE us on
Traineeship



Cert III Traineeships, ECT's and Diploma in ECEC

Come and join a great team culture where you play an integral role in shaping how we influence the lives of children at Cardiff ELC.

We are currently seeking both part time and full time positions of Diploma Educators (or working towards their Diploma) and Certificate III Educators who are passionate about early childhood education and care and has experience in the sector. As well as a new Trainee to join us too :)

Our Educators build and maintain positive relationships with children, families and the local community and most importantly you will make a difference to the lives of the children in our care.

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

- Paid First Aid & CPR Training
- Wellbeing & Wellness additional leave
- Long Service Awards
- A focus on Professional Development and Training
- Staff Mentoring Programs
- Employee Referral Bonus Program
- Fantastic Career Advancement Opportunities
- Uniform Provided
- 50% Staff Discount

As a Diploma & Certificate III Educator your role will entail:

- Building positive and caring relationships with the children and their families
- Applying your pedagogical knowledge and expertise to ensure the individual needs of all children are met
- Observing, documenting, interpreting and evaluating the children's progress,
- Keeping informed about the NOF, NOS and the current National Regulations plus current thinking, research and practice while implementing the EYLF
- Planning and programming an outstanding educational program for our children
- Complying with the relevant government regulations
- Meet and exceed the individual needs of each child in all areas of their development
- Maintain a clean and safe work environment.
- Create a supportive, stimulating and secure learning environment for the children

Skills and experience you will need:

- Recognised Early Childhood Qualification (Diploma or Certificate Three in Childcare)
- Passion for Early Childhood Education and Care
- Skills to lead other educators, motivating them to excel as you deliver care and educational programs
- A strong understanding of the EYLF and NOS
- Current First Aid and CPR Training
- Child Protection Certificate
- Hold a current Working with Children Check
- Excellent verbal and written communication skills

About You:

- Looking for a new challenge
- Place children at the heart of their decision making
- Ready to take their career to the next level
- You are exceeding in their practice
- Have a lifelong love of learning and want to pass that onto children
- "Can do" attitude

You are curious about the world and how to bring it into each child's life

Youth Links



9th December 2024

LIKE us on
Traineeship



Childcare Traineeship - Certificate III

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

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

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

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

What The Hub can offer?

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

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

Our Educators must be passionate about achieving quality outcomes for children and their families.

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

Your skills and qualifications should include:

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

Your key priorities will be to:

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

Only selected applicants for interview will be contacted.

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

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

Youth Links



9th December 2024

LIKE us on
Traineeship



Trainee Position - Certificate III Early Childhood Education & Care

Cert III Trainees - Multiple Positions available

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

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

Do you want to learn from the best?

About Us

Cameron Park Early Learning Centre is a well-respected long day care children's service, priding ourselves on exemplary care and education. We recognise the value of each individual in our team of educators and prioritise staff wellbeing and professional development.

This environment includes consistently above staff:child ratios and strong mentorship from experienced, long-term staff members for your training.

The Role

A passion for early childhood, dedication and a solid work/study ethic are a must!

Our service will be opening a 60 place extension in early 2025 and we are seeking enthusiastic, creative and committed trainees to commence their career as Early Childhood Educators.

By committing to an 18 month traineeship in Certificate III Early Childhood Education and Care there is the opportunity for permanent full-time employment at the end of your training for the right candidates.

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

- Complete a Working With Children Check before commencing position
- Work 5 days a week (Monday-Friday) and study via correspondence both during work hours and after hours
- Commit to a full-time, 18 month contract with our service
- Attend a 5-weekly staff meeting on a Tuesday evening

The successful candidates will be welcomed into a friendly and supportive team environment with strong mentors to guide you in your career.

Please attach cover letter, full resume and 2 current references

Applications close 5pm Friday 29th November 2024.



Administration Trainee

What you'll be doing...

You will complete a [Certificate IV Business](#) qualification over 24 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with Zeal Futures and our host employer, Centennial.

Working out of the corporate office at Fassifern, or on site at Myuna, you will have the opportunity to:

- Greet and handle internal and external customers enquiries via phone, email and face to face
- Carry out general administration tasks including ordering consumables, managing meetings/bookings/calendars, booking travel and accommodation, filing, data entry, developing spreadsheets/presentations and documentation, invoicing and expenses record keeping and more
- Attend meetings; taking and recording minutes according to company procedures
- Manage general upkeep and housekeeping tasks within the office/site environments
- Provide administrative support to assist internal Recruitment, Corporate Relations, Safety, Training and Induction teams
- Work with computers and various office equipment to effectively carry out your duties
- Carry out other duties that are within the limits of trainee skills, competence and ability as required

What you'll bring to the table...

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

- Commitment to both on and off the job training
- Show enthusiasm towards the traineeship and learning opportunity
- Be punctual, reliable, well presented, and organised
- Confident communication skills, both verbal and written
- Have basic knowledge and experience with Microsoft Office suite, and sound computer skills
- Demonstrate resilience and maintain a positive attitude towards work
- Ability to problem solve and effectively organise own workload

Mandatory Requirements

- Current drivers licence
- Willingness to undergo National Police check
- Willingness to undergo Order 43 Coal Board medical, including Drug and Alcohol screening

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.

How to apply

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application. You can also apply online at www.zealfutures.com.au by clicking on 'Vacancies' and selecting the relevant position, then the 'Apply Online' button at the top of the page.

All applications require a resume and cover letter outlining your suitability to the role.

If you require assistance with the recruitment process (for instance, this may be filling out forms, interviews, or completing online tests), please contact your recruitment representative on [1800 247 864](tel:1800247864). We are happy to provide any necessary reasonable adjustments or assistance you may need. Please do not hesitate to ask for any help. We look forward to hearing from you.

9th December 2024

LIKE us on
Traineeship



Pest Management Technician - Trainee Position

CPR Pest Management Services is an award-winning, family-owned company with over 25 years' industry experience. We are based in the beautiful Hunter Valley and provide our employees with a friendly, safe and supportive work environment.

At CPR Pest Management, no two days are the same as we offer a wide and diverse range of pest control solutions to our valued residential and commercial customers throughout Newcastle, and the Hunter Valley.

We have an exciting opportunity for a well-presented, reliable and motivated team player who is interested in pursuing a career in Pest Management on a full-time permanent basis. If you take pride in your work, have a desire to learn and have an interest in forging a career with a difference, we invite you to apply today.

The role will include training in all facets of pest management under the guidance and instruction of our experienced technicians before progressing to unaccompanied site visits to perform pest control services once fully qualified.

About you:

- No previous experience in pest management is required; however, you will have a willingness to learn and commit to studies in 'Cert III Pest Management (NSW)' to obtain your Pest Management Technician's License (NSW)
- You are willing to undergo a NSW Police Check, Working with Children Check and able to pass an Order 43 medical, if required
- Hold a current driver's licence (minimum red P's) and White Card (desirable)
- Have a good level of physical fitness with the ability to work in crawl spaces and roof voids
- Team player who can take and follow instructions
- Good communication skills, both verbally and written, and proficient in using an iPad and smart phone
- Must possess a professional attitude, strong work ethic and be customer focused.

What we can offer you:

- Permanent full-time hours with training opportunities and study leave
 - Generous commission and bonus incentive scheme as a trained technician
 - An inclusive and diverse working environment
 - Access to EAP
 - Tiered-based increases in remuneration upon successful completion of the probationary period and studies
 - Generous commission and bonus incentive scheme as a trained technician
- Shutdown between Christmas and the New Year.

9th December 2024

LIKE us on
Traineeship



INDIGENOUS HAUL TRUCK TRAINEESHIP - THIESS MT ARTHUR

Programmed Energy and Resources is currently seeking motivated Aboriginal and/or Torres Strait Islander candidates who are interested in a career in mining for an exciting opportunity to undertake a **Haul Truck Traineeship** while gaining experience in the general mining operation with our valued client **THIESS Mt Arthur**.

You will be committing to a 24 month traineeship. The roster will be a rotating 7 day - 12.5hr day shift/ night shift.

Benefits:

- Excellent flat pay rates ranging from \$47 - \$48 per hour
- Superannuation paid on all rostered hours
- Permanent opportunities may be available after traineeship successfully completed
- Work with a great team who are 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.
- Hands on experience in an on-the-job environment for THIESS Mt Arthur Coal
- A dedicated mentor to support and guide you through the process

About you:

- Safe and productive work ethic
- Hold a current Car P2 drivers' licence or higher - MUST be able to confidently drive a manual vehicle
- Be able to work a rotating roster including nights and weekends
- Provide 2 recent work referees
- Be able to provide a local residential address
- Be available to attend required interviews throughout the recruitment process
- Able to undergo and pass full Order 43 Coal Services Health medical and D&A Test
- You will be asked to provide an RMS driving record for consideration if you are invited for an interview.

Work for a professional team with years of industry experience that is committed to your safety. Great careers start with us!!!

If this job interests you, applications can be submitted online either via the Programmed website jobs.programmed.com.au or via our app **Programmed GO**, available to download free from the app store.

Please also check out our beautiful region all it has to offer at <https://www.visitnsw.com/destinations/hunter/hunter-valley>

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.

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

So it's over to you, if this opportunity is right for you apply today!

To learn more about Programmed, we encourage you to visit our website.

9th December 2024

LIKE us on
Traineeship



Early Childhood Educator (Trainee, Cert III, Diploma)

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, Certificate III and/or Diploma 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:

- **\$50 WESTFIELD GIFT CARD** for Interview applicants
- 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; FRIDAY the 6th of DECEMBER 2024

Email: Director@lmep.com

Attention: Carolyn Roussos

Youth Links



9th December 2024

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Traineeship



Certificate III Trainee – Early Childhood Education and Care

Position: Certificate III Trainee – Early Childhood Education and Care

Location: Felton Street Community Preschool Incorporated

Employment Type: Full-time 38 Hours

Commencement Date: 31 January 2025 – Opportunities to have induction days in 2024

We're seeking an enthusiastic and motivated **Certificate III Trainee in Early Childhood Education and Care** to join our **Exceeding National Quality Standard (NQS)** preschool.

About Us:

At Felton Street Community Preschool, we are dedicated to providing high-quality care and education for children aged 3-5 years. Our team fosters a supportive, inclusive, and creative learning environment that celebrates diversity and individual growth. As an Exceeding NQS preschool, we pride ourselves on delivering an exceptional standard of early childhood education.

About the Role:

This is an exciting opportunity for someone looking to begin their career in Early Childhood Education and Care. As a **Certificate III Trainee**, you will be enrolled in a nationally accredited training program with TAFE NSW while gaining hands-on experience working with children in a experienced and supportive team environment.

Key Responsibilities:

- Assist in the planning and delivery of early childhood education programs.
- Support the implementation of activities and experiences that promote children's development and learning.
- Build positive relationships with children, families, and colleagues.
- Ensure a safe, inclusive, and nurturing environment for all children.
- Assist with routine activities, including meals, rest times, and transitions.
- A willingness to learn and follow service policies and procedures.

Skills and Attributes:

- Interest in working with young children and contributing to their growth and development.
- Strong communication skills, both verbal and written.
- Willingness to learn and work towards obtaining your Certificate III in Early Childhood Education and Care.
- Ability to work collaboratively in a team environment.
- Commitment to maintaining a high standard of care and education.
- Current Working with Children Check (or willing to obtain one).

Qualifications:

- No prior experience necessary – we will support your learning and development throughout the traineeship.
- Must be eligible to complete a Certificate III in Early Childhood Education and Care.

Why Choose Us?

- **Exceeding NQS:** Join a high-quality preschool setting where you'll be supported by experienced educators.
- **Mentorship & Support:** Receive training, guidance, and mentoring from qualified professionals to help you succeed in your career.
- **Career Development:** We are committed to the ongoing professional development of our team.
- **Working Hours:** As a community based preschool we operate during school terms and staff are committed to training and development for 1-2 days during school holidays. Non-term time is a time for educator wellbeing and development.

Operational hours are 8:30-4:30.

How to Apply:

Please submit your resume, including two references and a brief cover letter outlining your passion for working with children and why you would be a great fit for this role to admin@feltonst.org.au by **Friday 6th December 2024**

For more information about the position or our preschool, please contact us at [\(02\) 49 430 520](tel:0249430520) or visit our website at feltonst.org.au

We look forward to welcoming an enthusiastic trainee to our amazing team!

Felton Street Community Preschool is an Equal Opportunity Employer. We encourage applications from individuals of all backgrounds and experiences.

Youth Links



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9th December 2024

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Full Time

JUNIOR TYRE FITTER

Valley Tyres East Maitland is looking for a Junior Tyre Fitter. The successful candidate must be available for an immediate start. Would suit early school leaver. This is an apprenticeship which will commence after the probation period of 3 months. Apprenticeship AUR21820 Steering and Suspension.

Duties include:

- Tyre Fitting - learning all diagnostics.
- General warehouse duties.
- Wheel Alignments

The successful applicants will need to have a desire to work in the automotive industry. Be eager to learn on the job and be able to work in a team environment. Have a current drivers license.

This is a full time position with an immediate start.

Send resume to nathan@valleytyres.com

Trades Assistant

We are looking for a **Trades Assistant** to take on a variety of tasks. Work in a wide variety of areas related to workshop manufacturing, drawing on your previous knowledge and individual hand skills, while also providing you with opportunities to develop new skills.

*This is a full-time position.

Based in Cardiff, New South Wales, Crown Technologies is an Electrical Engineering and Manufacturing firm that caters to the mining and gas extraction sectors with tailor-made products and solutions.

If selected, you will become a vital part of our small team.

Here is a basic outline of some of the duties:

- Cabling routing and securing,
 - Assembly of Steelwork, Frames, and Bracket Installation
 - Installation of Hardware and additional system components
 - Instrument Tube Bending and Installation.
 - Deliveries are unloaded and sorted into designated work zones.
 - Slings, Lifting, and relocating Equipment with the use of Forklifts and Overhead Cranes.
 - Accurately tracking the arrival and departure of goods
 - Vehicle loading and packing apparatus.
 - Domestic duties for a general workshop
 - Various other tasks as needed, such as arranging for deliveries and pick-ups at the site.
- You will have the following abilities and background:
- Competence in working independently to achieve goals and deadlines
 - Valid driver's license from Australia
 - Work history with both manual and power tools; familiarity with overhead cranes
 - A mechanical aptitude /mind set (enjoy assisting in building or fabricating equipment and alike)
 - A hard worker with strong teamwork skills.
 - Preferred: (not essential)
 - Dogger or Dogging Performance (DG)
 - Ticket for Forklift (LF) - (preferred)
 - Tubing or precision mechanical assembly experience

What we have to offer

- **Competitive Wages**
- **Full Time**
- **Four-Day Week (Long Weekend - every week)**
- **Hands on Training**
- **Positive team environment**

Youth Links



9th December 2024

LIKE us on



Full Time

Client Services Administration - Junior & Senior position available

We are a local Accounting firm established for over 50 years offering a full range of business and professional services.

Working together with our clients, our focus is on providing the Right Advice, Structure and Support to ensure the Client achieves maximum potential for Business Growth, Wealth Generation & Asset Protection with an emphasis in Income Tax Minimisation Strategies.

The Role(s)

Supported by our current Team Members, the Client Services Administration roles will be responsible for general administration & Reception duties, email communications, client liaisons, diary management and electronic ATO lodgement of income tax returns. In addition to the aforementioned, the more Senior position will involve the maintenance of all Corporate Secretarial matters, establishment of Companies, Trust Deeds, property searches and ATO Registrations. Excellent communication skills will also assist the Applicants in liaising directly with the ATO and other stakeholders in order to obtain the best outcome for our Clients.

Ideal Candidate

The Applicants should possess sound skills in time management, be proactive and have the ability to adapt to changing priorities based on IT skills.

A strong work ethic is a must together with attention to detail and the ability to follow detailed instructions to achieve desired outcomes.

Combined with excellent communication skills, a drive to succeed and willingness to learn, you will work well as part of our Team.

Whilst not essential the Applicant's exposure to the following software programs could be beneficial: Xero, Handisoft, BGL CAS360. Onsite training will also be available to assist the Applicants competency.

Salary negotiable in accordance with Applicants knowledge & experience.

Please forward your Resume and Covering Letter by email only to admin@ramsaypartners.com.au

Applications close 13 December 2024.

9th December 2024

LIKE us on



Full Time

Junior Accounts/Administration Assistant

Hyden Engineering are seeking a junior accounts/administration assistant to work from our Rutherford branch in a full-time position working Monday to Friday 7:30am – 4:00pm in a friendly and team-oriented environment.

This role will help provide timely account and administration functions as well as assist with management of WHS functions including inductions. We are looking for a positive and proactive person who is comfortable in an all-rounder role with a focus on accounts and administration with the desire to complete formal training and progress their career.

The role will be responsible for duties such as, but not limited to:

- Carrying out accounts receivable & accounts payable functions such as producing & sending out statements & invoices, data entry into accounting system etc.
- Reconciling accounts between our operations and accounts system
- Processing credit applications including credit checks and obtaining trade credit references
- Organising travel requirements
- Assisting/managing of field service induction portals and inductions to various mine sites
- Assisting with compliance for WHS
- Providing general administrative support to our teams

Ideally the successful applicant will have:

- Previous experience in a similar role
- Excellent attention to detail and accuracy
- Great communication skills
- Intermediate computer skills, particularly with Microsoft programs
- Previous experience with MYOB would be desirable but not necessary
- Ability to work both autonomously and in a small team
- Positive, can-do attitude to take on additional duties with the ability to always maintain discretion and confidentiality

A willingness to be flexible and engage in a wide variety of tasks

Youth Links

9th December 2024

LIKE us on



Part Time

Junior Factory Hand (Part-Time)

Stylish Wardrobes & Showerscreens specialise in the supply and installation of Wardrobes, Showerscreens, Mirrors & Splashbacks for New home builders, Building sites and the Residential market.

We have a strong growing client base of various high profile building companies and are recognized for our commitment to providing professional customer service & superior products.

Stylish Wardrobes & Showerscreens know that the true value of our business lies in the quality of people we attract and retain. We are continuing to expand our business and are therefore seeking to fill additional roles within our factory team.

The Role

We are seeking a motivated worker to assist our growing team in our new larger factory, starting part-time immediately with a look to become full-time later in 2025.

You will gain experience across multiple aspects of the business working within a small team to provide excellent service both to our installers and builders.

The Skills:

The below skills are an advantage but not essential.

Experience in:

- General Fabrication - shower screens, windows, doors, joinery or similar are ideal
- Using basic hand tools
- Assembly work
- White Card
- Manual Handling Ability - lift and handle medium sized glass < 25kg
- Valid Drivers licence (manual an advantage)
- Forklift Licence (advantage but not required)
- Prior work with Glass not required but beneficial
- Labouring
- Reading construction drawings

The Person

The successful candidate will possess the following;

- Excellent work ethic and punctuality
- Ability to work well within a team
- Willingness to learn and be trained in fast paced busy environment
- Mature mindedness and ability to communicate with all walks of life
- Consistency, attention to detail and an eye for design
- Self-motivation with great organisation and time management skills
- Excellent attitude and a trustworthy, reliable nature
- Commitment to the delivery of excellent service to the customers of Stylish Wardrobes & Showerscreens.

We offer

- Excellent opportunity to build a career
- Part-time regular day shift Monday to Friday
- Secure employment in an excellent team

This is a great opportunity with an ASAP start for the right candidate willing to use their skills and drive to excel in this role.

If you have the relevant background or motivation to make this role your next step, please apply through SEEK.

All applications will be treated in the strictest of confidence, and only short-listed candidates will be contacted.

Youth Links



9th December 2024

LIKE us on



Casual

Casual Retail Assistant

Join the fastest growing and most innovative supplement and apparel brand in Australia. We are looking for a charismatic and hard working individual who is willing to dedicate themselves to the Best Body brand, become an integral part of the family working environment, and help us ensure the brands continued growth and success.

We are searching for someone with the following traits and skills:

- Charismatic
- Punctual
- Strong work ethic with an aptitude for sales
- Exceptional communication and customer service skills
- Precise attention to detail with any task
- Able to solve problems on the fly
- Self confidence
- Creative content ideas and implementation
- Ability to speak in front of a camera
- An aptitude for visual merchandising
- Loves working in a team environment
- Ability to work at multiple Best Body locations when needed

What will the role include?

- Building strong relationships with customers
- Daily up keep and maintenance of stock levels
- Creating social media content
- Re-merchandising and maintaining the quality of the retail space

What are benefits of working at Best Body?

- Freedom within the work place
- An education in everything related to health and fitness
- Heavily discounted supplements and apparel
- Team social events

Family like team working environment

Youth Links



9th December 2024

LIKE us on



Casual

Christmas Casual

Are you looking to make some extra \$\$\$ for the upcoming silly season!?! APG are on the hunt for process workers for Christmas casual positions in the Beresfield area! Possible ongoing opportunities available!

Our client based in Beresfield NSW is currently looking for Christmas casual Food Process Workers for their large poultry processing site.

Opportunity for some extra \$\$ for Christmas!

Complete onsite training – no experience needed!

No Vaccinations Necessary!

Come and be a part of everyone's holiday season with one of Australia's largest poultry providers.

A family-owned business that provides the freshest, top-quality poultry, Australia wide.

Day and afternoon shift available!

Starting pay rate is \$30.26 per hour.

Duties will include but not be limited to:

Wrapping, packing weighing, stacking, mixing and bagging poultry products – general and all-round further processing in a factory environment

Heavy manual lifting of up to 20kg boxes is required throughout the shift

Use of electric pallet jacks to manoeuvre full pallets of product in the factory

Operation of food processing machinery

To be considered for this role you must:

Be comfortable with handling raw & cooked poultry products

Be a quick learner and have initiative to follow through with tasks on your own

Be available to work weekend shifts when required

Not have any food allergies – you work with gluten/flour/marinated products

Have a current Driver's Licence and own reliable transport

Reliable with an excellent work ethic

Not have any birds, pigs or chickens at your place of residence

Be physically fit to undertake manual repetitively lifting

Must be willing to remove all piercings and jewellery whilst working on site

Must have full working rights.

The working environments can range from warm to cool depending on the section.

Flexibility to work in both temperatures is essential.

Please APPLY now by submitting your resume.

For any further information call 02 4966 2556

APG Workforce Newcastle

Youth Links



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9th December 2024

LIKE us on



Casual

Retail Floor Staff

About us

The Stashhouse is hiring! We have a BRAND NEW location opening in Salamander Bay shopping centre. Join our team and enjoy all the benefits of a friendly, fast paced and dynamic environment. Applicants must be outgoing, enthusiastic, motivated and confident. Must be able to show strong initiative and be able to take direction. Flexible Hours are a necessity and successful applicants must be willing to go the extra mile to achieve. We offer great pay incentives and major advancement opportunities for the right candidates.

Qualifications & experience

- Retail experience is a bonus but not necessary
- Must have Transport and be able to work at Salamander Bay Shopping Centre
- Must be well presented with a keen eye for fashion.
- Must be available weekends and Thursday nights.

Tasks & responsibilities

- Customer service
- Restocking / cleaning store
- Merchandising and display
- Greeting customers
- Cash handling

Benefits

- Work as part of a fast paced friendly team
- Relaxed friendly environment
- Generous staff discounts

NO EXPERIENCE REQUIRED - Seeking Customer Service Rockstars!!!

Hop on board with our lively team at Yield More
No experience? No Worries! We want enthusiastic go-getters

WHAT WE BRING TO THE TABLE:

- Up to 30-40 hours a week available at a CASUAL (Per hour rate) + SUPER + BONUSES
- A friendly and social environment
- Progression opportunities
- On-going training! We'll buddy you up with a mentor!
- Paid to travel within the state and Interstate

WHAT WE LOOK FOR:

- A can-do attitude!
- A desire to grow
- Curiosity as your compass!
- Confidence in embracing new experiences
- A strong positive work ethic

WHAT YOU WILL DO:

We promote and sell products/campaigns on behalf of well-known brands across Australia! To do this we engage with people face to face in the residential sector, allowing further exposure for our represented clients whilst providing educational experiences.

ABOUT US:

We think sales is the magic ingredient that spices up every part of life—personal, business, or play! And guess what? It all kicks off with building relationships. That's where you come in! Get ready to shine as you represent some of Australia's biggest fundraising organisations in an exciting opportunity that's hotter than a summer barbecue—you'll want to grab it fast!

Ready to unleash your people skills? Apply now and kickstart your exciting career adventure!