



YOUTH JOBS & TRAINING



www.careerlinks.nsw.edu.au/youth-links
Newcastle, Hunter, Central Coast, Port Stephens
4967 1050



FUTURE CHOICES EXPO

SUPPORTING STUDENTS WITH DIVERSE NEEDS

FREE ENTRY | FREE PARKING | YOUR ANNUAL ONE STOP SHOP



**MCDONALD JONES
STADIUM , TURTON RD,
BROADMEADOW**



**MINGARA RECREATION
CLUB, MINGARA DRIVE,
TUMBI UMBI**



**THURSDAY, 13 AUG 2026
9:00 AM- 1.00PM**



**THURSDAY, 27 AUG 2026
9:00 AM- 1.00PM**

What you'll find at the Expo:

- Further education and training options
- VET, apprenticeships & employment pathways
- Disability and community support organisations
- Local services for students, families, carers, and schools

This expo brings together organisations from across your local area to help students explore realistic, achievable pathways beyond school.

Who should attend:

Students, families, carers, educators, and support workers.

Diverse needs may include (but is not limited to): Learning differences, Autism Spectrum Disorder, intellectual disability, medical or mental health conditions, sensory differences, and physical disability.

If additional support has been part of your learning journey, this expo is for you.

Find out more:

E: events@careerlinks.nsw.edu.au

W: www.careerlinks.nsw.edu.au/future-choices/
or call (02) 49671050



FutureChoices



careerlinks
young people, bright futures

Apprenticeship

1st Year Apprentice Painter

JTP Painting are looking for a **First Year Apprentice (no experience required)** to join our growing team in Newcastle. We're a dedicated, hard-working team that takes pride in delivering high-quality results.

About Us:

- We are a well-established painting and decorating business known for our commitment to excellence.
- We work alongside some of Newcastle's leading builders and designers, as well as a loyal private clientele.
- We offer a supportive and rewarding environment with room for growth.

About You:

- Punctual, reliable, and honest
- Positive attitude with a strong work ethic
- Attention to detail and pride in your work
- Hold a valid driver's license and vehicle.

What We Offer:

- Above award wages
- Ongoing training and development
- Supportive team environment
- Weekend overtime opportunities
- Career growth within the business

If you're ready to start or further your career in painting and decorating, we'd love to hear from you.

To apply, please contact Jaydn on 04 00 000 295 or email jay00@jtppainting.com.au.

Telecommunications Apprenticeship

Pacific Telephone & Data Pty Ltd are seeking an Apprentice Telecommunications Technician at our Cardiff offices.

Complete a Certificate III in Telecommunication and learn new skills with hands on training and instruction.

The successful applicant will receive training in the installation and maintenance of the following technologies and systems:

- Telephone Systems including on-premise and hosted systems
- Voice and Data Cabling Systems installation
- Fibre Optic Cable Installation and Splicing
- CCTV, Security and Access Control Systems
- Wired and Wireless Networking
- Audio Visual Systems

The applicant will be offered a full-time position and complete an Apprenticeship in Telecommunications Cert 3.

The ideal applicant will be:

- Highly motivated to succeed
- Display a high level of attention to detail
- Have good customer service and an ability to communicate effectively
- Able to maintain punctuality
- Willing to learn new skills and technologies
- A team player
- Able to follow workplace health and safety guidelines
- Express a passion for technology and interested in telecommunications, networking, electronics, data and security systems

They will also hold or be willing to obtain:

- OH&S White Card
- Police check for the security industry
- A current provisional or full drivers licence

Apprenticeship

Apprentice Baker - Glendale

Banjo's is currently looking for an enthusiastic and motivated Apprentice Baker to join the Glendale team! Juniors are encouraged to apply.

As part of the Production Team, you'll be producing wholesome food, handcrafted and baked fresh daily. If you're a team player who takes pride in their work – we'd love to hear from you!

We're open 7 days a week, offering a variety of shifts between 2am and 2pm, including weekends and public holidays; giving you the opportunity to gain diverse experience and enjoy a flexible work-life balance.

What We Offer

- Full training provided
- Generous staff discounts
- Growth and development opportunities
- A supportive work environment

Key Responsibilities

- Produce great tasting baked goods, fresh every day
- Work closely with the Production Team to ensure Banjo's high-quality standards are consistently achieved
- Communicate with the Sales Team to keep track of product levels
- Follow Banjo's established WHS practices to ensure you and your team are always safe at work

What We're Looking For

- Confidence, with a positive attitude
- You take pride in your work
- Reliability, with good organisation and communication skills
- A team player, who loves a challenge
- Willingness to grow with us

For more information, contact gle*****@banjos.com.au

If this sounds like you '**Apply Now**' and submit your application! Please include your resume.

About Banjo's

Banjo's was founded in 1984, with our first store opening in Launceston, Tasmania. Since then, we've successfully opened over 50 stores across Australia! While we are well known for our delicious pies, pastries and coffee, we also love to give back to the community where we can through sponsorships and donations. For more information about us, please visit our website at <https://banjos.com.au/about>

Apprenticeship

Apprentice/Qualified Air conditioning installer

JSM Electrical And Air

We are a small newcastle based company seeking a qualified or 1st,2nd,3rd,4th year or qualified Air Conditioning installer for an immediate start. Work includes residential, commercial , split systems and ducted systems in the newcastle and hunter region

What you will need

- Proven experience
- Ability to work in a team environment and individually
- Take pride in your work
- Professional
- Reliable and motivated
- Be able to read plans, problem solve and use initiative
- Be able to meet deadlines
- Hold Refrigerant handling License
- White Card
- Drivers License

Benefits

- Competitive Salary
- Monday - Friday
- No public holidays
- Uniforms provided.
- Work Van for right the candidate

If this sounds like the right role for you, please email your resume to

Email: jak•@jsmair.com.au

Apprenticeship

Apprentice Chef

CatholicCare Hunter-Manning is seeking a motivated 2nd Year Apprentice Chef to join our café and catering team. This is a fantastic opportunity for someone currently studying Certificate III in Commercial Cookery to continue developing their skills in a supportive, community-focused environment.

Working alongside an experienced Head Chef, you'll gain hands-on experience across café and catering operations while progressing your apprenticeship. You'll support day-to-day kitchen operations including food preparation, cooking, stock rotation, and maintaining high standards of hygiene and food safety. You'll also assist with catering and café service, learning new techniques and building your confidence in a fast-paced kitchen.

You bring a positive, team-focused attitude, communicate well, and are committed to learning and growing as a chef. You're flexible to work across functions and understand the importance of WHS and food safety standards.

In return, you'll benefit from a supportive team environment with experienced mentors, hands-on learning across café and catering services, and the opportunity to continue and complete your apprenticeship—all while contributing to a not-for-profit organisation making a meaningful difference in the community.

If this sounds like the opportunity you've been looking for and you meet the criteria, we would love to hear from you.

BENEFITS OF WORKING WITH US

- Paid parental leave for eligible employees;
- Fantastic ongoing training & development, coaching & mentoring and career progression opportunities;
- A great friendly environment of dedicated and passionate co-workers;
- Discounted gym membership, Fitness Passport; and more.

POSITION DESCRIPTION

The CatholicCare Café, 'Martha', is operated by CatholicCare Social Services Hunter Manning. Martha operates Monday to Friday 7am – 4pm as well as hosts functions and conferences which operate in the evening, public holidays and on weekends. Martha is staffed by a Professional Chef and Operations Manager and provides employment opportunities to vulnerable young people and refugees and asylum seekers, who undertake a traineeship as part of their employment.

The purpose of the position is to provide practical experience and training in café and catering operations with on-the-job learning. The Apprentice Chef will work under the guidance of the Head Chef to learn the aspects of Café & Catering services, along with studying at Tafe to achieve their qualification in Certificate III in Commercial Cookery.

While this position is expected to be present during the Cafe hours of operation, the work schedule is not strictly determined by those hours, and there may be a requirement to work outside of normal business hours.

EXPERIENCE/CRITERIA

- Friendly and professional demeanor with a demonstrated ability to work cooperatively within a team environment
- Demonstrated passion for the food industry and service to customers
- The ability to adhere to company WHS policies and Food Safety Guidelines to ensure a safe and productive café.
- Ability to work flexible hours in accordance with functions, bookings and catering requirements.
- Sound interpersonal and communication skills (written/verbal), including the ability to work and communicate effectively with co-workers.

QUALIFICATIONS

- Currently enrolled in a Certificate III in Commercial Cookery through Tafe, or enrolled in/having successfully completed the first year of a recognised chef apprenticeship program
- Ability to work in Australia.
- A current Working With Children Check for paid employment or willingness to obtain.
- Previous experience working in a hospitality setting (Desirable).

To Apply

Please provide a current copy of your Resume and a Cover Letter which addresses the two criterion points below:

- Why you want this role and how it aligns with your career goals.
- Your qualifications and experience in a similar position.

For further information regarding this position, please contact: sal.....@catholiccare.org.au

Applications close: 11:59pm Tuesday 9th June 2026

Apprenticeship

Qualified Baker / Apprentice Baker

About Bakers Delight

What we do is nice and simple, it's freshly baked bread! Since 1980, we've been committed to delighting our customers and being pillars of our communities. We've been baking the same way for 40 years to give you our signature delightful experience.

At Bakers Delight – Lake Macquarie, the Franchisee has been in operation for over 16 years and is a baker himself, so he understands the day to day challenges and provides a supportive environment and stable employment.

About the Role

We are seeking a motivated Qualified Baker or Apprentice Baker to join our supportive and fast paced team. This is an excellent opportunity for someone who is passionate about baking, enjoys hands on work and is willing to work early mornings and weekends.

You will be supported by an experienced owner and a knowledgeable team who are committed to helping you develop your skills, confidence and career within the baking industry.

You will be responsible for preparing and baking a wide range of products while maintaining high standards of quality, consistency and customer satisfaction.

Key Responsibilities:

- Preparing and presenting quality bakery products
- Learning baking processes including mixing, shaping and baking
- Supporting a clean and safe bakery environment
- Assisting with stock control and production task
- Providing friendly customer service when required
- Weighing flour and ingredients to prepare dough
- Operating bakery machines and tools
- Decorating baked goods with glazes, icings and topping
- Following company policies and procedures, including Workplace Health and Safety standards

If you are employed as an Apprentice, you will have the opportunity to complete a Certificate III in Retail Baking if undertaking an apprenticeship. You will attend TAFE as part of your training and be supported in gaining a nationally recognised qualification while earning an income.

Experience and Qualifications

- Maintain a positive attitude and demonstrate a genuine interest in baking and continuous skill development
- Consistently arrive on time and be reliable, including availability for early morning starts and weekend shifts
- Prepare, bake and finish a range of bakery products in line with company standard
- Operate bakery equipment such as mixers and deck ovens safely and efficiently
- Assist with dough preparation, scaling, shaping and cutting to ensure product consistency
- Follow recipes and production processes accurately, including working with sourdough and yeast based products
- Work collaboratively as part of a supportive team to meet daily production requirements
- Demonstrate strong attention to detail to ensure high quality and consistent products are delivered to customers
- Maintain a clean and organised workspace in accordance with safety and food handling procedures

What to Expect

- Early morning starts, weekend work and fast paced shifts
- Guidance and support from qualified bakers and experienced team members
- Development of skills in time management, teamwork and problem solving
- A work environment where quality, safety and consistency are key priorities
- Opportunities to grow your baking knowledge and progress within the industry

Why Us?

At Bakers Delight Lake Macquarie, we believe that our success is driven by our talented dedicated team. When you join our team, you become part of a collaborative team who values your contributions and supports you. Here are some of the benefits we offer:

- Competitive salary with overtime available
- Work life balance: plenty of roster options to suit your lifestyle
- Professional Development
- Work with a well renowned brand while maintaining the feeling of a family owned business.

Apprenticeship

Apprentice Carpenter

Maxwell Recruitment & Training have been a specialist supplier of skilled labour into the heavy industry for over 15 years and currently have opportunities for 1st Year Apprentice Carpenters.

We are committed to supporting Aboriginal and Torres Strait Islander employment and training pathways and strongly encourage applications from Indigenous candidates.

Successful candidates will have a genuine interest in building and construction, won't be afraid to get their hands dirty, and will have a strong desire to learn new skills with the goal of becoming trade qualified and progressing further post-trade.

Key Responsibilities:

- Assist in the construction, installation and maintenance of formwork, timber structures, framing, fix-outs and general carpentry works on commercial construction sites
- Work across various commercial construction projects throughout Newcastle, Central Coast and Hunter Valley
- Follow site safety procedures and protocols
- Shadow experienced tradespeople and support the team with daily site tasks
- Assist with measuring, cutting, assembling and installing materials under supervision
-

The Apprenticeship on Offer:

- Gain a broad range of skills within the Carpentry trade
- Opportunity to join an established business with a proven apprenticeship program
- Above award pay rates
- Work side by side with highly skilled tradespeople ready to pass on their experience and knowledge
- Opportunity for career progression post-trade
- Support from a dedicated GTO throughout your apprenticeship journey
-

What We're Looking For:

- Genuine interest in Carpentry with a focus on obtaining a trade qualification
- Strong commitment to learning and workplace safety
- Reasonable writing and computer skills, with a good level of Math and English
- Current Driver's Licence
- Must have completed Year 10 (minimum)
- White Card (or willingness to obtain prior to commencement)

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

If you are interested in this opportunity, we encourage your application. Join a team that values its people and invests in their success.

To apply, please follow the prompts below or email Jaycob at jaycob@maxwellrt.com.au

Apprenticeship

CERTIFICATE III PLUMBING APPRENTICESHIP

About Newcastle Master Builders Apprentices:

Newcastle MBA offers a pathway for individuals interested in obtaining full-time employment in a high demand trade while gaining a nationally recognised qualification.

Newcastle MBA will be your Employer for the duration of your Apprenticeship to handle everything administration wise and provide support and guidance while you're gaining on the job skills with a valued Host Employer.

- Receive accurate and timely payments - MBA processes your pay, superannuation, etc.
- Job Security - If your Host Employer runs low in work, MBA will attempt to find another Host Employer in order for you to continue and complete your Apprenticeship.
- Learn from and be mentored by industry experts.
- Don't pay, get paid - TAFE Fees are covered and TAFE textbook costs are reimbursed to you.
- Receive personal protective equipment (PPE) throughout your Apprenticeship (Steel-Cap Boots, Hard Hat, Gloves, Hat, Vest, etc).
- Toolbox and basic toolkit provided on your induction day.
- Receive dedicated support from our Field Officers throughout your Apprenticeship.

About the Host Employer/Role:

Our Host Employer is a successful family-owned Plumbing business that prides themselves on delivering excellence in every service, regardless of the size of job. They complete all types of commercial, industrial, civil, fire, gas residential works, as well as major and complex contract works. They're looking for a committed Apprentice with a strong work ethic to join their busy team!

As the successful applicant you would be trained in all facets of plumbing, drainage and gas fitting and would be at the top tier of your completed trade.

Desired Qualities:

- A strong desire to learn and grow in the field of Plumbing.
- Commitment to completing a 4-year Apprenticeship (TAFE studies and onsite skills).
- Find fulfillment in practical and hands-on tasks, considering themselves "hands-on" individuals.
- Honest, hardworking, reliable and able to follow instructions.
- Polite and respectful.
- Demonstrates strong communication skills with the capability to ask questions when needed.
- Holds a current drivers licence and has reliable transportation to and from local job sites.
- White card or willing to obtain prior to starting.

If this sounds like you, **APPLY NOW!**

Please submit your application with a Resume to be considered.

To discover more about Newcastle MBA Group Training visit our social medias

@mbaapprenticeshipschemes

Please note: Due to the high volume of applicants only suitable candidates will be contacted if required for an interview.

Apprenticeship

Apprentice Baker

About the role

Bakers Delight Marketown are seeking an enthusiastic Apprentice Baker to join their team in Newcastle West, NSW. As an Apprentice Baker, you will learn all aspects of baking and pastry production, working alongside experienced professionals to create high-quality breads, pastries and other baked goods. This is a full-time role with on-the-job training and the opportunity to complete a formal qualification.

What you'll be doing

1. Assisting with the preparation of ingredients for bread, pastries and other baked goods
2. Following recipes and production procedures to ensure consistent quality
3. Operating baking equipment and machinery safely and efficiently
4. Packaging and presenting finished products for sale
5. Maintaining a clean and organised work environment
6. Learning from experienced bakers to develop your skills and knowledge

What we're looking for

1. A genuine passion for baking and creating high-quality food products
2. Strong attention to detail and the ability to follow recipes and procedures
3. Good physical stamina and the ability to work on your feet for extended periods
4. A willingness to learn and develop your skills through on-the-job training
5. Good communication and teamwork skills

What we offer

At Bakers Delight Marketown, we are dedicated to providing a supportive and rewarding work environment for our employees. As an Apprentice Baker, you will have the opportunity to learn from experienced professionals, receive on-the-job training, and work towards a formal qualification. We also offer a range of benefits, including competitive wages, staff discounts, and the chance to be part of a close-knit team.

About us

Bakers Delight Marketown has been serving the Newcastle community for over 20 years. We pride ourselves on using only the highest-quality ingredients to create delicious breads, pastries, and other baked goods. Our commitment to quality, customer service, and community involvement has made us a local favourite. If you're excited about the prospect of becoming an Apprentice Baker and joining our team, we encourage you to apply now!

Apprenticeship

Apprentice tiler

About the role

We are seeking a passionate and hardworking Apprentice Tiler to join our team at Njm Bathroom Renovations & Tiling in Thornton, NSW. This is a full-time position where you will learn the trade of Tiling and many other bathroom renovation skills and support the experienced trades in completing a range of bathroom and laundry renovation projects.

What you'll be doing

- Assisting experienced tilers with the installation of tiles on walls and floors
- Preparing surfaces for tiling by cleaning, levelling and ensuring they are ready for tile application
- Cutting and shaping tiles to fit around fixtures and edges
- Mixing and applying adhesive and grout
- Maintaining a clean and safe work environment
- Cutting timber & sheeting bathrooms
- Demolition of bathrooms
- Fitting off of bathrooms
- Completing on-the-job training to develop your tiling skills and techniques

What we're looking for

- A passion for construction and home renovations
- Willingness to learn and develop your tiling skills
- Excellent attention to detail and problem-solving abilities
- Good physical fitness and stamina to work on your feet for extended periods
- A positive, collaborative attitude and the ability to work well in a team
- Reliable and consistent
- Australian citizenship is required for this position
- Full driver's licence is required for this role

What we offer

At Njm bathroom renovations & Tiling, we are committed to providing a supportive and rewarding environment for our employees. As an Apprentice Tiler, you will receive hands-on training and mentorship from our experienced tradespeople, giving you the opportunity to develop your skills and progress your career. We also offer competitive wages, opportunities for overtime & more annual leave and a range of employee benefits to ensure your wellbeing.

About us

Njm bathroom renovations & Tiling is a provider of high-quality bathroom and laundry renovations in the Newcastle / Hunter valley area. Our team of skilled tradespeople takes pride in delivering exceptional workmanship and customer service on every project. We are committed to staying up-to-date with the latest trends and techniques in the industry to ensure our clients receive the best possible results.

If you are eager to start your career in the tiling industry, we encourage you to apply for this Apprentice Tiler position today.

Apprenticeship

1st, 2nd or 3rd Year Apprentice Plumber

KJT Plumbing is looking for a motivated 1st, 2nd or 3rd Year Apprentice Plumber to join our growing team. Based locally, we specialise in residential new builds and pride ourselves on quality workmanship and a positive team environment.

What we offer:

- Full-time ongoing work
- Variety of work across residential plumbing and drainage
- Supportive team environment
- Opportunity to learn from experienced tradesmen
- Immediate start available for the right candidate

About you:

- Currently completing a Plumbing Apprenticeship (1st, 2nd or 3rd year)
- Reliable and hardworking
- Willing to learn and take direction
- White Card required
- Driver's licence and own transport required
- Good attitude and strong work ethic

Your role will include:

- Assisting with plumbing and drainage installations
- Working on residential construction sites
- Using hand and power tools
- Maintaining a clean and safe worksite

If you're looking to grow your skills and be part of a hardworking team, we'd love to hear from you.

Apprentice Marine Electrician – Electrotechnology

JSE Marine Electrical is a small local business based in Lake Macquarie, and we're looking for a motivated apprentice to join our team. This position is ideal for someone looking to transition into the marina industry and gain hands-on experience working across a variety of vessels, marinas, and marine electrical systems. You'll work alongside experienced marine electricians completing installations, fault finding, upgrades, and maintenance across Lake Macquarie and surrounding areas.

What We're Looking For:

- Auto electrical or marine experience highly regarded
- Positive attitude and willingness to learn
- Reliable and motivated
- Ability to work in a team environment
- Current driver's licence preferred
- Boating or hands-on trade experience highly regarded

Preferred Certifications / Qualifications (or willingness to obtain):

- BIA Marine Card
- Working at Heights
- Confined Spaces
- First Aid

What We Offer:

- Trade allowance / Car allowance depending on role and experience
- Hands-on industry experience
- Supportive small team environment
- Varied work across different vessels and systems

If this sounds like the right opportunity for you and your interested in joining the Marine industry, please submit your application via seek. We look forward to hearing from you.

Apprenticeship

Apprentice Plumber

Plumbers wanted | Trusted Newcastle team | Above-average rates

Location: Gateshead

Job Type: Full-time

Join a team built on 50+ years of trusted service

At The Plumbing and Electrical Doctor, we're more than a plumbing business — we're a Newcastle institution with over 50 years of trusted service in plumbing, gasfitting, drainage, and hot/cold water systems.

We're currently looking for an Apprentice Plumber who wants to be part of a team that genuinely supports their success.

If you're someone who likes getting the job done right the first time, working in a structured environment, and being rewarded for quality — this is for you.

What's On Offer

- ☑ Above-average hourly rates + superannuation
- ☑ Kick start your career at Newcastle's leading provider of plumbing services
- ☑ Comprehensive induction and ongoing weekly training program
- ☑ Supportive team environment — we set you up to succeed
- ☑ Consistent, high-quality jobs — no chasing your own work

About the Role

You'll be responsible for:

- Assist qualified plumbers with a wide range of plumbing tasks, including installation, maintenance and repair of pipes, fixtures and appliances
- Learn how to read and interpret blueprints, diagrams and technical manuals
- Gain practical experience in the safe use of plumbing tools and equipment
- Develop skills in problem-solving, critical thinking and customer service
- Participate in ongoing training and education to obtain your plumbing qualifications

What We're Looking For

- First or second year apprentice
- Enthusiasm and a willingness to learn the plumbing trade
- Good hand-eye coordination and attention to detail
- Ability to work as part of a team and follow instructions
- Strong communication and problem-solving skills
- Commitment to completing your plumbing apprenticeship and obtaining the necessary qualifications

Why The Plumbing and Electrical Doctor?

We're a long-established, community-trusted business where people stay because they're valued. You'll enjoy stability, genuine career development, and a positive workplace built on respect, technical excellence, and professional pride.

Apprenticeship

Apprentice Technician

Hunter Land Rover seeks car enthusiast!!

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 in a supportive family owned and operated business.

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 reliability
-

If you can prove you have a right to work in Australia, hold a current NSW 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:

Hunter City Motor Group believes our success is driven by our people.

We've all put in the hard yards to make Hunter City motor Group 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, both onsite and with Mercedes-Benz Australia and development opportunities. Positions are awarded on merit, so this is the perfect place to grow your career in the auto industry.

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

Apprenticeship

Apprentice Security Technician | All Years Welcome

Want a trade that's actually interesting?

Forget pulling CAT6 cabling through ceiling spaces for ten hours a day. At Unified Security you'll install the systems that protect schools, clubs, construction sites and growing businesses across the Hunter. AI cameras that tell the difference between a person, a car and a possum. Access control that runs a multi door site. Alarm systems that talk to monitoring stations in real time. It's a real trade, with real gear, doing real commercial work.

We're a growing Hunter-based business and we're hiring an apprentice to grow with us.

About Unified Security

We're a commercial electronic security contractor based in the Hunter Region. We design and install CCTV, alarms, access control, intercom and structured cabling for businesses, schools, clubs and construction projects.

We work with the best brands on the market: Hikvision, Avigilon, Ajax, Inner Range, Tecom, Axis.

No babysitting alarms at 2am. Just quality work.

What you'll actually do

- Run and terminate data, alarm and CCTV cable on job sites
- Mount, aim and configure IP cameras and NVRs
- Install and program alarm panels, keypads and detection devices
- Fit access control hardware: readers, locks, controllers
- Help commission systems and walk clients through handover
- Learn the brands, the standards, and how to do the job properly the first time
- Run, terminate and test structured cabling: Cat6, Cat6A, fibre and coax

Who we're looking for

We'll consider apprentices at any stage:

- 1st year and pre-apprentice school leavers
- 2nd, 3rd or 4th year apprentices looking to transfer
- Mature-age career changers serious about the trade

You'll be a good fit if you:

- Turn up on time, every time
- Take pride in tidy, professional work
- Want to actually learn the trade, not just collect a wage
- Can hold a conversation with a client without making it weird
- Have a current NSW driver's licence (full or P2)

Bonus points for: NSW Security Licence (or willing to apply), white card, any prior trade or technical experience.

What you get

- Pay above award for the right person, with reviews as you progress
- Fully supported Training: fees paid
- Hunter-based work. Home for dinner.
- Hands on mentorship from senior techs who actually know their trade
- A clear path from apprentice to qualified tech, with the pay to match
- A small team where you're a name, not a number

How to apply

Hit Apply and send through your resume plus two lines on why this role interests you. That's it. No 1,000-word cover letter required.

If you're a current apprentice looking to transfer, tell us your year, your current host employer (or training contract details), and when you could start.

We review applications as they come in. If you're the right fit, you'll hear from us quickly.

Apprenticeship

Plant Mechanic Apprenticeships - Tomago

About the WesTrac Apprenticeship Program

Launch your career with WesTrac and earn while you learn. Complete a 4- or 5-year apprenticeship (dual trade), gaining a nationally recognised trade qualification while working on Caterpillar equipment and the latest technology.

You'll build strong hands-on skills while training in modern facilities and workshops with expert support. Based in **Tomago** this program sets you up for long-term career growth—from technical roles to leadership and beyond.

As a WesTrac Apprentice, you will learn how to:

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

About you:

- Must be 16 years or older by December 2026
- Australian working rights (Citizen or Permanent Resident)
- Strong communication, reading and writing skills
- Genuine interest in mechanical trades, machinery or hands-on learning
- Driver's licence and reliable transport (or close to obtaining one) with ability to travel to work and training
- Honest, reliable and dependable
- Team-oriented with a positive attitude

Why WesTrac?

At WesTrac, we're **Made for More**—more opportunity, more growth, and more impact. With a team of over 4,500 people nationally, we're united by our **care** for each other, our **passion** for building a better tomorrow, and our commitment to continual **evolution**.

We invest heavily in your development, offering access to our in-house RTO(50737), dedicated learning pathways, and hands-on experience with the latest Cat® technology and future-focused capabilities. As one of the world's largest authorised Cat® dealers, you'll be part of an industry leader shaping what's next in mining and construction.

What we offer

As a WesTrac Apprentice, in addition to ongoing training and development opportunities, you will receive:

- Earn while you learn in a paid apprenticeship
- Nationally recognised trade qualification
- Training through the WesTrac Institute (RTO 50737)
- Exposure to workshops, mine sites, field service and regional branches
- Global career opportunities with Caterpillar dealerships worldwide
- Subsidised tool kit (yours to keep)
- Fitness Passport for you and your family
- Discounts on CAT merchandise, Apple, JB Hi-Fi, Blackwoods and more
- A dedicated Apprentice Development Officer to support you every step of the way

Council of Australia and recognise the value of and strongly support the principles of equal employment opportunities in the workplace and are committed to continue to build our workplace culture.

Apprenticeship

Boilermaker Apprenticeships - Tomago

Launch your career with WesTrac and earn while you learn. Complete a 4- or 5-year apprenticeship (dual trade), gaining a nationally recognised trade qualification while working on Caterpillar equipment and the latest technology.

You'll build strong hands-on skills while training in modern facilities and workshops with expert support. Based in **Tomago** this program sets you up for long-term career growth—from technical roles to leadership and beyond.

As a WesTrac Apprentice, you will learn how to:

- Read and interpret technical drawings and schematics
- Inspect a vast range of Caterpillar Mobile Plant equipment parts and components
- Operate welding equipment
- Perform a range of welding techniques such as MIG, TIG and arc
- Weld parts for machine rebuilds
- Fabricate parts and attachments for new machine builds
- Safely operate workshop equipment such as forklifts, overhead cranes and tools
- Maintain a safe working environment
- Navigate Caterpillar systems to ensure all work is done in accordance with Caterpillar's quality standard

About you:

- Must be 16 years or older by December 2026
- Australian working rights (Citizen or Permanent Resident)
- Strong communication, reading and writing skills
- Genuine interest in mechanical trades, machinery or hands-on learning
- Driver's licence and reliable transport (or close to obtaining one) with ability to travel to work and training
- Honest, reliable and dependable
- Team-oriented with a positive attitude

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Apprenticeship

Apprentice Transmission Lineworker

Protech are partnering with one of Australia's largest energy and infrastructure companies with extensive specialist knowledge and capabilities to design, build, operate and maintain power and gas infrastructure for Australia's asset owner.

Be part of Australia's dynamic and evolving energy future and energise your career with hands-on experience, professional development, and nationally recognised qualifications.

The Opportunity

This is an identified Aboriginal Position. Applicants must be of Aboriginal descent. Exemption is claimed under Section 126 of the Anti-Discrimination Act 1977.

Our client has exciting opportunities for Apprentice Transmission Lineworker's to undertake a Certificate III in ESI Transmission Overhead over a four-year program which will enable you to obtain industry skills and knowledge under the supervision of qualified and experienced professionals, while also attending TAFE to complete your certification.

The location for the apprenticeship will be based in Newcastle, however at times during your apprenticeship you will provide support for other teams where travel and living away from home is a requirement, in this case a generous Living Away From Home Allowance (LAHA) will be provided.

Role Responsibilities

Construct, maintain and repair overhead assets to agreed network standards

- Operate and use plant, equipment and tools associated with the construction and maintenance of the network
- Installation and maintenance of overhead transmission conductors and cables
- Inspect overhead structures and electrical apparatus
- Test and verify transmission overhead installations
- General duties such as yard work, groundwork at job sites, administration, traffic control (where trained) and warehouse activities

What We're Looking For

We want team players who are enthusiastic, hands-on, and ready to learn. You'll succeed in this role if you: Have undertaken a pre-apprenticeship qualification (Certificate II Electrotechnology) which will benefit your application, but is not essential

- The ability to work at heights is essential, as well as the capacity to undertake frequent travel / work away from home during your rostered days on
- Hold a current Australian Drivers Licence (manual preferred)
- White Card / Construction Induction Card (currently hold or willing to obtain)

- **Benefits**

Attractive hourly rate throughout the course of your apprenticeship

- Industry-leading training and development
- Supportive mentors and team environments
- Career progression opportunities beyond your apprenticeship

About Protech

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

This is an identified Aboriginal Position. Applicants must be of Aboriginal descent. Exemption is claimed under Section 126 of the Anti-Discrimination Act 1977.

<https://antidiscrimination.nsw.gov.au/organisations-and-community-groups/exemptions-and-certifications/current-exemptions.html>

Apprenticeship

Apprentice Maintenance Fitter

- Hunter Valley location
- Full-time permanent position
- Above award rates + overtime
- Lifestyle roster / 12 hour shifts (roster equates to 6 days of work per fortnight with the opportunity to take on more hours)
- Great company culture
- Gain Engineering-Mechanical trade apprenticeship or similar
- Mature aged apprenticeships also on offer
- Our client is 100% Australian owned and operated, who's products are marketed worldwide. They have established themselves as a market leader in process and manufacturing.

Due to growth, we're seeking enthusiastic individuals looking to gain a trade qualification (Engineering -Mechanical qualification) and join their team as an Apprentice Maintenance Fitter. Within this role you will be responsible for maintenance across the site and production lines including preventative maintenance, planned maintenance, fault finding, diagnosing and repairs.

The role:

Learn how to install equipment and systems

- Learn how to fault find and trouble shoot
- Preventative and planned maintenance on machinery and equipment including production lines
- Learn pneumatic, hydraulic and steam components
-

What we're looking for:

An interest in mechanical work

- Be a team player with a positive can-do attitude
- Reliable and punctual with a commitment to full-time hours
- Commitment to your apprenticeship theory/training
- A drivers licence and your own car to get you to and from work
- Available for shiftwork (morning, afternoon and night shift) on a rotating roster plus weekend overtime

Benefits:

Hunter Valley location

- Full-time permanent position
- Above award rates + overtime
- Lifestyle roster / 12 hour shifts (roster equates to 6 days of work per fortnight with the opportunity to take on more hours)
- Great company culture
- Gain Engineering-Mechanical trade apprenticeship or similar
- Mature aged apprenticeships also on offer

If you're looking for a new opportunity with lots of potential, this is the job for you! Apply today!

Apprenticeship

Industrial Spray Painter Apprenticeship - Tomago

Launch your career with WesTrac and earn while you learn. Complete a 4- or 5-year apprenticeship (dual trade), gaining a nationally recognised trade qualification while working on Caterpillar equipment and the latest technology.

You'll build strong hands-on skills while training in modern facilities and workshops with expert support. Based in **Tomago** this program sets you up for long-term career growth—from technical roles to leadership and beyond.

As a WesTrac Apprentice, you will learn how to:

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

About you:

- Must be 16 years or older by December 2026
- Australian working rights (Citizen or Permanent Resident)
- Strong communication, reading and writing skills
- Genuine interest in mechanical trades, machinery or hands-on learning
- Driver's licence and reliable transport (or close to obtaining one) with ability to travel to work and training
- Honest, reliable and dependable
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Apprenticeship

METAL ROOFER - EXPERIENCED ROOF PLUMBER & APPRENTICESHIP POSITIONS

We are a locally owned Metal Roofing Company that operates in the Newcastle, Hunter and Central Coast areas. We specialise in all aspects of metal roofing, for both commercial and residential properties. We are currently looking to expand our team and require experienced metal roof plumbers and apprentices, for an immediate start.

As an Experienced Metal Roof Plumber, you will be rewarded with the following:

- Immediate start & full-time hours
- Company Vehicle
- Wage negotiable

You will require the following:

- Drivers Licence
- White Card & Current Working at Heights Licence
- Experience installing metal roofing, flashing, gutter, and fascia
- Present as professional, reliable, and well organised

As an Apprentice you will require the following:

- Drivers Licence (Preferred but not essential)
- White Card
- Willingness to obtain Working at Heights Certificate
- Attend TAFE - Certificate III in Roof Plumbing
- The ability to work in a team environment and follow instructions
- Be reliable and eager to learn a trade

Apprentice Chef

Join the team at Bartholomew's as an Apprentice Chef and be part of an exciting new chapter. We're about to undergo a full renovation and are preparing to relaunch in mid-June with a fresh, elevated dining experience focused on quality, technique and exceptional hospitality. This is a rare opportunity to learn and grow within a group that has a wide range of dining options.

Apprentice Chef

We're looking for a motivated and passionate Apprentice Chef who is eager to develop their skills in a fast-paced, professional kitchen environment.

What you'll be doing:

- Assisting with food preparation and service
- Learning modern cooking techniques and kitchen operations
- Maintaining high standards of cleanliness and food safety
- Working closely with experienced chefs and mentors
- Contributing to a positive and energetic team culture

What we're looking for:

- A genuine passion for food and hospitality
- Strong work ethic and willingness to learn
- Positive attitude and team-first mindset
- Ability to work in a fast-paced environment
- Commitment to completing chef apprenticeship training

What we offer:

- The chance to be part of an exciting venue relaunch
- Hands-on training and mentorship from experienced chefs
- Career development opportunities
- A supportive and professional team environment
- Exposure to an elevated dining concept and premium ingredients

If you're ready to kick-start your culinary career or start a new chapter in your career with an exciting new venture, we'd love to hear from you.

Apprenticeship

Apprentice Chef

CatholicCare Hunter-Manning is seeking a motivated 2nd Year Apprentice Chef to join our café and catering team. This is a fantastic opportunity for someone currently studying Certificate III in Commercial Cookery to continue developing their skills in a supportive, community-focused environment.

Working alongside an experienced Head Chef, you'll gain hands-on experience across café and catering operations while progressing your apprenticeship. You'll support day-to-day kitchen operations including food preparation, cooking, stock rotation, and maintaining high standards of hygiene and food safety. You'll also assist with catering and café service, learning new techniques and building your confidence in a fast-paced kitchen. You bring a positive, team-focused attitude, communicate well, and are committed to learning and growing as a chef. You're flexible to work across functions and understand the importance of WHS and food safety standards. In return, you'll benefit from a supportive team environment with experienced mentors, hands-on learning across café and catering services, and the opportunity to continue and complete your apprenticeship—all while contributing to a not-for-profit organisation making a meaningful difference in the community.

If this sounds like the opportunity you've been looking for and you meet the criteria, we would love to hear from you.

BENEFITS OF WORKING WITH US

- Paid parental leave for eligible employees;
- Fantastic ongoing training & development, coaching & mentoring and career progression opportunities;
- A great friendly environment of dedicated and passionate co-workers;
- Discounted gym membership, Fitness Passport; and more.

POSITION DESCRIPTION

The CatholicCare Café, 'Martha', is operated by CatholicCare Social Services Hunter Manning. Martha operates Monday to Friday 7am – 4pm as well as hosts functions and conferences which operate in the evening, public holidays and on weekends.

Martha is staffed by a Professional Chef and Operations Manager and provides employment opportunities to vulnerable young people and refugees and asylum seekers, who undertake a traineeship as part of their employment.

The purpose of the position is to provide practical experience and training in café and catering operations with on-the-job learning. The Apprentice Chef will work under the guidance of the Head Chef to learn the aspects of Café & Catering services, along with studying at Tafe to achieve their qualification in Certificate III in Commercial Cookery.

While this position is expected to be present during the Cafe hours of operation, the work schedule is not strictly determined by those hours, and there may be a requirement to work outside of normal business hours.

EXPERIENCE/CRITERIA

- Friendly and professional demeanor with a demonstrated ability to work cooperatively within a team environment
- Demonstrated passion for the food industry and service to customers
- The ability to adhere to company WHS policies and Food Safety Guidelines to ensure a safe and productive café.
- Ability to work flexible hours in accordance with functions, bookings and catering requirements.
- Sound interpersonal and communication skills (written/verbal), including the ability to work and communicate effectively with co-workers.

QUALIFICATIONS

- Currently enrolled in a Certificate III in Commercial Cookery through Tafe, or enrolled in/having successfully completed the first year of a recognised chef apprenticeship program
- Ability to work in Australia.
- A current Working With Children Check for paid employment or willingness to obtain.
- Previous experience working in a hospitality setting (Desirable).

Apprenticeship

Yancoal 2027 Apprenticeship Intake

Based at our **Mount Thorley Warkworth (MTW)** mine in the Hunter Valley (just 10 km southwest of Singleton), you'll gain practical experience working alongside skilled professionals in a fast-paced, supportive environment.

Our people and culture are remarkably strong, driving accountability and excellent results. With a world class CHPP and fleet of mining equipment - a diverse range of trucks, excavators, draglines, shovels, water carts, graders, dozers and drills, there is never a dull moment!

What you'll experience:

- Work on a wide range of heavy mining equipment, including trucks, excavators, draglines, and drills
- Hands-on training with a world-class Coal Handling and Preparation Plant (CHPP)
- A strong team culture that values safety, accountability, and development
- The chance to learn from experienced tradespeople and build a solid career pathway

No two days are the same at MTW. If you're motivated, eager to learn, and ready to start your career in a dynamic industry, this is your opportunity.

Benefits include:

- Working with a safety focused team
- Nationally recognised qualification
- Learning from experienced and qualified tradespeople within the industry
- Ongoing coaching, mentoring and support from both Programmed and Yancoal
- Exposure to a broad range of mechanical and electrical functions
- Competitive wages

Inherent requirements of employment:

Australian citizen or permanent resident

- Hold a current driver's licence or have plans to obtain a driver's licence within the first 12 months
- Live within a one (1) hour drive of Yancoal's MTW mine sites
- Successfully pass a Pre-Employment Coal Board Medical including Drug and Alcohol and colour vision assessment
- All school leavers from 2024 & 2025 to provide copy of school reports
- Completion of HSC is desirable but not essential

We are seeking people with a positive can-do attitude who have excellent communication skills, enjoy hands-on learning, excel at problem solving, are well-organised, have attention to detail, and can deliver the best outcome for Programmed and Yancoal.

You will need to enjoy interacting with new people, have an interest in and a passion for building a career in the mining industry.

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 you would like to join our team, APPLY now.

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

Apprenticeship

Mobile Plant Mechanic Apprentice

About Us

Ready to kickstart your career—and get paid while you learn a trade?

At Hitachi Construction Machinery Australia, our people are at the heart of everything we do. We supply world-class construction and mining equipment across Australia, supported by a team focused on safety, hands-on training, and long-term career development.

As we continue to grow, we're expanding how we support our customers—bringing together machinery, technology, and lifecycle solutions to keep industries moving.

We're also entering an exciting new chapter, transitioning to the LANDCROS brand by April 2027. While our name is changing, our commitment to developing great tradespeople and supporting our people remains the same.

The Opportunity

Join our 2027 Apprenticeship Intake as a Mobile Plant Mechanic Apprentice and earn a nationally recognised trade qualification while you learn.

Based in Muswellbrook, you'll gain hands-on experience maintaining, servicing, and repairing heavy mobile equipment including excavators, dump trucks, and other mining and construction machinery.

You'll work alongside experienced technicians who will mentor and support you through every stage of your apprenticeship.

Start Date: January 2027

What's in it for you

- Earn while you learn – paid apprenticeship + nationally recognised trade qualification
- Real career pathways with a global OEM employer
- OEM training on industry-leading machinery and systems
- Twice-yearly performance bonuses
- Discounted tools + full uniform provided
- Supportive, safety-first team culture
- Long-term career opportunities across Australia.

What we're looking for

We're looking for motivated individuals who are ready to build a career in the trade industry.

- Strong interest in mechanical, technical or hands-on work
- Willingness to complete a 4-year apprenticeship
- Positive attitude and eagerness to learn
- Commitment to safety and teamwork
- No experience required—just the right attitude and commitment to learning a trade.

Recruitment Process

We keep it simple and supportive:

1. Online application
2. Pre-recorded video interview
3. Online assessments
4. Face-to-face interview
5. Pre-employment checks (including medical and police history)

We'll guide you through each stage.

Apply Now

Start your career with a global leader in construction and mining equipment and build a future as a qualified tradesperson.

Applications are now open for our 2027 Apprenticeship Intake.

Additional Information

Successful applicants will be required to complete pre-employment checks, including a medical assessment and background screening.

We are an equal opportunity employer and value diversity in our workforce.

Application Close Date: 5th June 2026

Apprenticeship

Mechanical Fitter Apprenticeship

Programmed, in partnership with **Yancoal**, is committed to upskilling the local community in the Hunter Valley region, by offering a leading **four-year apprenticeship program**, starting **Mid-Year 2026**.

With opportunities at Yancoal's Mount Thorley Warkworth mine, we are currently seeking candidates interested in a career within the Mining industry for a **Mechanical Fitter Apprenticeship**. Mt Thorley Warkworth (MTW) is a large open pit coal operation located in the NSW Hunter Valley region approximately 10km Southwest of Singleton.

Our people and culture are remarkably strong, driving accountability and excellent results. With a world class CHPP and fleet of mining equipment - a diverse range of trucks, excavators, draglines, shovels, water carts, graders, dozers and drills, there is never a dull moment!

Benefits include

- Working with a safety focused team
- Nationally recognised qualification
- Learning from experienced and qualified tradespeople within the industry
- Ongoing coaching, mentoring and support from both Programmed and Yancoal
- Exposure to a broad range of mechanical functions
- Competitive wage

Inherent requirements of employment

- Australian citizen or permanent resident
- Must hold a current driver's licence or have plans to obtain a driver's licence within the first 12 months
- Completion of HSC is desirable but not required
- Candidates must live within a one (1) hour drive of Yancoal's Mount Thorley Warkworth mine sites
- All school leavers from 2024 & 2025 to provide copy of school reports
- All shortlisted candidates will need to undertake and successfully pass a pre-employment medical including Drug and Alcohol Testing

We are seeking people with a positive can-do attitude who have excellent communication skills, enjoy hands-on learning, excel at problem solving, are well-organised, have attention to detail, and can deliver the best outcome for Programmed and Yancoal.

You will need to enjoy interacting with new people, have an interest in and a passion for building a career in the mining industry.

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Apprenticeship

Apprentice Boilermaker

About the role

We are looking for an apprentice to join our team at M&S Fabrications. This is a full-time Apprentice Boilermaker role. As an Apprentice Boilermaker, you will be learning and developing the skills to fabricate, assemble, install and repair metal components and structures.

What you'll be doing

1. Assist experienced boilermakers in the fabrication, assembly, installation and repair of metal components, structures, machines and equipment
2. Read and interpret technical drawings, diagrams and specifications
3. Operate a range of tools and machinery used in boilermaking, including welding equipment, cutting torches, and hand and power tools
4. Develop skills in measuring, marking out, cutting, bending, rolling, fitting and welding metal parts
5. Maintain a clean and safe work environment
6. Participate in on-the-job and off-the-job training to obtain a formal boilermaking qualification

What we're looking for

1. Passion for and commitment to learning the boilermaking trade
2. Ability to work as part of a team and follow instructions
3. Good hand-eye coordination and attention to detail
4. Willingness to undertake off-the-job training to obtain a formal boilermaking qualification
5. Demonstrated commitment to workplace health and safety

What we offer

At M & S Fabrications, we are committed to providing our employees with a supportive and inclusive work environment, competitive remuneration, and opportunities for career development. As an Apprentice Boilermaker, you will receive on-the-job training and mentorship from experienced boilermakers, as well as the opportunity to obtain a formal boilermaking qualification.

About us

M & S Fabrications Pty Ltd is a leading provider of metal fabrication services in the Thornton region. With over 25 years of experience, we pride ourselves on delivering high-quality workmanship and exceptional customer service. Our team of skilled tradespeople work collaboratively to fabricate structural steel.

Apply now to join our team as an Apprentice Boilermaker and take the first step towards a rewarding career in the trades and services industry.

Apprenticeship

Apprentice Motor Mechanic

About the Role:

Are you passionate about cars and eager to kick-start your career in the automotive industry? **Kloster Mitsubishi** currently have exciting opportunity for a **Light Vehicle Mechanical Apprentice** to join our growing team. We take pride in our 'fix it right first-time' culture, prioritising customer satisfaction and workshop efficiency.

About Us:

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

Responsibilities:

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

What We Offer:

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

What You'll Need:

To be considered for this opportunity, you should:

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

Highly Desirable:

- Certificate II in Automotive.
- Hold a current driver's licence, including the ability to drive a manual.

Application Process:

If you are ready to jumpstart your career with Kloster Mitsubishi, please submit the following documents:

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

Please note, only shortlisted candidates will be contacted.

If you're passionate about cars and eager to learn from the best in the industry, we want to hear from you! Join our team at Tony White Group and drive your career forward. Apply today!

Our recruitment process for this career opportunity will include interviews, aptitude testing and a pre-employment medical examination.

Tony White Group is an equal opportunity employer.

Apprenticeship

Sheet Metal Apprentice

Great opportunity!! Immediate start for the right candidate.

4 day week (Monday to Thursday 6am to 4pm), convenient location, easy parking,

We're expanding and looking to recruit a new Sheet Metal Apprentice to join our small Warabrook based manufacturing business.

We service both the mining and agricultural industries, so you'll be certain to gain diverse hands on experience during your apprenticeship across all facets of the business.

The apprenticeship will be completed over a 4 year period, so you must be committed to successfully applying yourself during the entire length of the apprenticeship.

To be successful, you'll need good mechanical aptitude, strong mathematical and problem solving skills as well as the ability to work independently and as part of a team.

You must have an excellent work ethic, strong communication skills, high attention to detail, good memory retention and a strong appetite for learning. You must have the right balance between initiative and taking direction and learning from those around you.

Your tasks will include but will not be limited to: reading drawings, taking measurements and making calculations. Communicating with team members and clients. You'll gain experience in folding, cutting, welding and polishing stainless, aluminium and mild steel along with operating CNC machinery. Workshop maintenance and housekeeping are also essential elements to the job. You'll also get to learn and experience other areas of the fabrication business to ensure you gain a well-balanced skill set.

To apply please submit a letter of application and CV. Please include your available start date in your application.

first year apprenticeship

Bayside hair and beauty - Warners Bay.

We're looking for a 1st year hairdressing Apprentice to join our friendly, family-oriented salon,

Apprenticeship

Apprentice Panel Beater

National Truck Repairs is a renowned brand in the heavy vehicle smash repair industry and is a division under AMA Group - Heavy Motors. Specialising in repairing, servicing, and maintaining a broad range of commercial vehicles from light to heavy-duty, we pride ourselves in delivering top quality work and great customer experiences. Our team fosters a friendly working environment with a strong focus on work-life balance and our site is conveniently located with easy access from the Pacific or New England Highways.

The Opportunity

We have an exciting opportunity for an Apprentice Panel Beater to join the team at National Truck Repairs. As an Apprentice Panel Beater, you will work under the guidance of experienced Panel Beaters to learn the skills and techniques required to produce high quality finishes on heavy vehicles.

Role responsibilities

As an Apprentice Panel Beater at National Truck Repairs, you will learn:

- Repairing and replacing damaged bodywork on trucks, buses and trailers, using welding and cutting techniques and specialised equipment
- Disassembling vehicles
- Labelling parts and storing accordingly
- Checking new parts are correct and not damaged
- Reassembling vehicle as per Job Sheet

You will be required to:

- Follow all safety policies and procedures, ensuring appropriate PPE is worn at all times
- Handle all company tools and equipment with due care and attention ensuring they remain safe, clean and in a workable condition
- Complete all course theory work by the due date as required

Does this sound like you?

- Willingness to learn and take direction: You will need to follow instructions from experienced staff and be open to learning new techniques and skills
- Strong work ethic and reliability: We are looking for someone who will be punctual, dependable, and willing to work hard
- Genuine desire, commitment and enthusiasm to build a career in the heavy motor repair industry

We know that sometimes people need non-standard work hours and would be happy to discuss the options available in this role, or similar roles across our business.

Benefits

- Reward & recognition
- Career development and training
- Referral bonus for recommending a friend to work with us
- Discounts on parts and tools
- Uniforms
- 24/7 professional counselling for Team members and their immediate families

We champion our Team, because it's our people that set us apart and drive our business' success. We focus on Individual strengths and value differences to bring the best out of people, enhancing their skills and capabilities to build fulfilling careers.

AMA Group is an equal opportunity employer. We are dedicated to finding the best fit for every role. All qualified applications will be considered regardless of gender identity or expression, age, religion, national origin, disability, or sexual orientation.

No matter who you are, if you have the drive and talent to progress, when you're part of our Team, you're going places - APPLY NOW.

Apprenticeship

Apprentice Spray Painter

National Truck Repairs is a renowned brand in the heavy vehicle smash repair industry and is a division under AMA Group - Heavy Motors. Specialising in repairing, servicing, and maintaining a broad range of commercial vehicles from light to heavy-duty, we pride ourselves in delivering top quality work and great customer experiences. Our team fosters a friendly working environment with a strong focus on work-life balance and our site is conveniently located with easy access from the Pacific or New England Highways.

The Opportunity

We have an exciting opportunity for Apprentice Spray Painter to join the team at National Truck Repairs.

As an Apprentice Spray Painter, you will be responsible for applying paint and other coatings to heavy vehicles, specifically trucks. You will work under the guidance of experienced spray painters to learn the techniques and skills required to produce high-quality finishes on large vehicles.

Role responsibilities

As an Apprentice Spray Painter at National Truck Repairs, you will learn:

- Cleaning, sanding, and masking vehicle surfaces to prepare it for paint
- Mixing and matching paint colours to accurately match desired colour
- Using spray guns and other equipment to apply paint evenly and smoothly onto vehicle surfaces
- Applying primers and sealers to promote paint adhesion, prevent rust, and create a solid foundation for the topcoat
- Applying multiple layers of paint, including basecoat, clearcoat, and other specialised coatings
- Skilfully blending new paint into existing areas
- Performing detailed touch-ups to correct imperfections
- Creating special textures, patterns, or effects using different techniques
- Monitoring and controlling drying and curing processes
- Inspecting painted surfaces for flaws
- Adhering to safety protocols, using proper ventilation, protective gear, and ensuring a safe working environment for oneself and others.

Does this sound like you?

- Strong work ethic and reliability: We are looking for someone who will be punctual, dependable, communicative and willing to work hard
- Willingness to learn and take direction: You will need to follow instructions from experienced staff and be open to learning new techniques and skills
- Attention to detail and an eye for colour: Spray painting requires precision and the ability to match colours accurately
- Genuine desire, commitment and enthusiasm to build a career in the heavy motor repair industry

We know that sometimes people need non-standard work hours, and would be happy to discuss the options available in this role, or similar roles across our business.

Benefits

- Reward & recognition
- Career development and training
- Referral bonus for recommending a friend to work with us
- Discounts on parts and tools
- Uniforms
- 24/7 professional counselling for Team members and their immediate families

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Apprenticeship

HVAC Apprentice

About AE Smith

We are returning to our roots. Since 2023 AE Smith is a privately owned business once more, and it's an understatement to say we have gone through a bit of a transition period. We are still the same organisation that has operated for over 120 years as an Australian industry leader in HVAC, building services and electrical markets, but we have a renewed approach to the way we work and operate. As asset specialists, we understand our #1 asset is our people. We're proud of our team's depth and breadth of experience and with over 600 of us united in our work and our brands, it's unsurprising our average employee tenure is market leading, but we are always keen on adding new faces to our team.

Due to continued growth within our Sydney branch, we are seeking applications from people interested in HVAC Apprenticeships

To be considered you need:

- (preferred) A pre-trade course or prior experience working within Mechanical or Electrical environments
- Great work ethic, flexible and a can-do attitude - someone who wants to succeed
- Attention to detail and value Safety in the Workplace

In return we will offer you:

- Establish and progress your career in a large Australian-owned and operated national business.
- Trade Qualification
- First class training across large scale plant and equipment
- Uniforms and other job-related items
- The opportunity to be part of a well-established and growing company
- GENUINELY strong culture - 99% of our Techs are at our regional Xmas parties, strong turn outs to our social Tool Boxes, social clubs in the business.
- We are run by Trades people - we understand the pressure you face in the field which is part of our strong culture
- Career progression reinforced by our pipeline of work means you'll have the opportunity to work on iconic projects and grow with the company.
- Competitive wages and allowances along with a salary sacrifice package and great working conditions are on offer.

Zero Harm is embedded in team culture and is fundamental to the company's future success. We believe that the physical and mental well-being of our employees is instrumental in our journey towards excellence. We therefore try to reinforce this philosophy through various employee support programs and offerings to assist you and your family's healthy lifestyle.

Apprenticeship

2027 Apprenticeship Program

Become the Future Talent of Thiess

We are looking for a diverse group of enthusiastic and talented individuals to kick-start their trade careers through the Thiess 2027 Apprenticeship Program. Completing an apprenticeship at one of our projects in Queensland or New South Wales means joining the Future Talent of Thiess.

Thiess provides a four-year structured program aimed at developing highly skilled tradespeople in the resources industry, leading to a nationally recognised trade qualification.

Important Information

The program commences on Monday, 1 February 2027

Requirements

Have completed a minimum of Year 10 with good results in English and Mathematics.

Hold a current Australian driver's licence (P1, P2 or Open).

Be self-motivated and demonstrate a mature attitude to complete the required studies.

What you'll receive throughout the apprenticeship:

Standard 11 (QLD only)

First Aid certificate

Working at Heights certificate

College fees and associated costs covered by Thiess

The opportunity to work with and learn from some of the best tradespeople in the industry

Apprenticeship Disciplines Available

Heavy Equipment Diesel Fitter

Fabricator/Boilermaker

Automotive Electrician

High Voltage Electrician

Light Vehicle Mechanic

Apprenticeships are offered across QLD and NSW projects, with positions and locations subject to change.

QLD Sites:

Caval Ridge Mine

Olive Downs Complex

QCoal Northern Hub

Peak Downs Mine

Lake Vermont

Curragh North

NSW Sites:

Mt Arthur South

Mount Pleasant Operations

Mt Thorley Workshop

Preference will be given to applicants who live close to these sites, to make travel easier.

Apprenticeship

Solid Plasterer Apprenticeship

Kickstart Your Career as a Solid Plasterer Apprentice with Novaskill – Immediate Start Available!

Join a respected local business and build your future with hands-on training and nationally recognised qualifications. Novaskill has partnered with a well-established, highly respected plastering business to offer an exciting **Solid Plasterer Apprenticeship**—your perfect first step toward a skilled trade career.

Why This Apprenticeship is Your Launchpad:

- 📧 **Earn While You Learn:** Gain paid, on-the-job experience in a real trade environment
- 📧 **Ongoing Mentoring & Support:** We're dedicated to your success every step of the way
- 📧 **Build Your Local Network:** Connect with professionals in the vibrant trade community
- 📧 **Develop Practical Skills & Confidence:** Open doors to a rewarding and sustainable career

What You Will Learn:

- Master the essential techniques of solid plastering, including preparation, application, and finishing
- Work safely and efficiently with industry-standard tools and materials
- Understand workplace health and safety requirements specific to the construction industry
- Read and interpret plans and specifications to deliver high-quality results
- Develop problem-solving skills to handle on-site challenges
- Build strong communication and teamwork skills valued by employers

What You'll Gain:

- A nationally recognised Certificate III in Solid Plastering—a solid foundation for your trade career
- Hands-on experience working on real construction projects
- Confidence in using trade tools and technology
- Mastery of professional workplace communication and teamwork
- Clear pathways for career progression in the construction and building industry

What We're Looking For:

- A strong work ethic and motivation to give 100% every day
- Good attention to detail and pride in delivering quality workmanship
- Willingness to work safely and responsibly on site
- Team player attitude and readiness to learn from experienced tradespeople
- Physical fitness and ability to work in varied weather conditions

Who You Are:

- Reliable, honest, and professional in everything you do
- Eager to learn new skills and take initiative
- Able to balance apprenticeship training with work commitments
- Positive, hardworking, and driven to succeed in a skilled trade

Requirements:

- National Police Check or willingness to obtain
- Driver's Licence & Reliable Transport (desirable)

About Novaskill:

Novaskill is a dedicated not-for-profit Registered Training Organisation (RTO) and Group Training Organisation (GTO) committed to enriching lives and building futures. With over 45 years' experience and locations across Northern NSW to the Central Coast, we've helped thousands of apprentices and trainees launch successful careers.

Ready to Apply?

Contact our GTO Recruitment Team for more information:

📧 recruitment@novaskill.edu.au

Or apply directly via Seek.

Please include a cover letter with your resume to be considered initially by email.

What Happens Next?

After applying, you may be invited to complete online testing, interviews, and pre-employment medicals. We'll also contact your references if you progress.

Please check your email (including junk folders) and respond promptly to any calls or messages.

Due to high application volumes, only shortlisted candidates will be contacted initially by email.

Apprenticeship

Apprentice Carpenter – Residential New Builds

About Martrick

Martrick Constructions is a residential building company based in Newcastle and Lake Macquarie. We build quality custom homes and we're growing — which means we're looking for the next generation of carpenters to grow with us.

We take pride in the work we put out and we invest in the people who do it.

The Role

We're looking for a motivated Apprentice Carpenter to join our team on a full-time basis. You'll be working across residential new builds in the Newcastle and Lake Macquarie area, learning your trade alongside experienced carpenters and a site foreman who'll actually teach you.

This is a hands-on apprenticeship from day one. You'll be exposed to every stage of a build — frame, lock-up, fix and finish — on quality custom homes that you'll genuinely learn something from.

What You'll Be Doing

- Working under qualified carpenters across residential new builds
- Learning framing, fixing, and finishing to a high standard
- Reading and following plans
- Keeping the site clean, safe, and compliant
- Attending TAFE and completing the requirements of your apprenticeship
- Contributing to a team culture built on doing good work

What We Need From You

- A genuine interest in carpentry and a long-term career in the trade
- Reliable, on time, and ready to put the work in
- Must purchase a work ute within 3 months if not already owned
- Basic hand tools (we'll guide you on what to build out as you progress)
- A good attitude
- Willingness to learn, ask questions, and back yourself
- White Card (or willing to obtain before starting)

First-year through to later-year apprentices are all welcome to apply.

What You'll Get

- Full-time apprenticeship with a clear training pathway
- 9 day fortnight
- Award wages plus the right tools and PPE
- Mentoring from experienced carpenters and a foreman who's invested in your development
- Exposure to high-end residential builds.
- A team culture built on doing good work and looking after each other
- Real opportunity to grow into a leading hand or foreman role as the business scales

How to Apply

Applications close **Monday 18 May 2026**. Interviews will be held the week after applications close, with successful candidates contacted directly to arrange a time and start in June

Hit apply and attach your resume.

Apprenticeship

Apprentice Shopfitter/Cabinet Maker

So, you love working with your hands and are the creative type?

You'd like to work on some of Australia's biggest brands to create the future of their showrooms, offices and shops?

Well, if you have attention to detail and are genuinely driven to work in a fast-paced environment (where you get to learn every day), we have the perfect opportunity!

We're after an apprentice who is punctual, reliable, and enthusiastic.

What are we looking for in YOU?

- Above all, we want someone who is a team player with a positive attitude – the rest you can learn in our factory and on-site;
- You'd need a genuine interest in joinery and shop fit-out (nope, we're not just talking about kitchens, we're talking full shop fitouts!);
- Willingness to travel is a must because we have clients in Newcastle, Sydney and beyond. You must also be able to work the odd weekend as needed;
- Previous construction industry experience is a bonus; though by no means essential; and
- You'll need a drivers license, plus a White Card (or be willing to get one ASAP).

In return, we'll offer you...

- Training in all aspects of the trade – both via TAFE enrolment and on-the-job training;
- A flexible environment where your input is genuinely appreciated not just by your boss but the owners of the company;
- Genuine room to grow in your role well past the apprenticeship period; and
- Support to become a master tradesman with a huge variety of clientele and job types.

We are an equal-opportunity employer; all serious applications will be considered. To apply, its essential you send us the following (if you do not, you're application won't be considered!):

- Your resume;
- A cover letter outlining why shop fitting and joinery excites you and
- Two references.

Traineeship

Trainee Real Estate Assistant

Join the Team at Century 21 Nelson Bay

Century 21 Nelson Bay is seeking an enthusiastic and motivated individual to join our team as a **Trainee Real Estate Assistant**.

This is a fantastic opportunity for someone passionate about the real estate industry to gain hands-on experience while completing a Certificate. III or IV Traineeship. You'll work within a friendly, supportive, and encouraging environment, with ongoing opportunities for growth and professional development.

Key Responsibilities

- Assist with day-to-day real estate operations
- Support the team with administrative tasks
- Develop strong organisational and time management skills
- Provide exceptional communication and customer service to clients
- Participate in ongoing coaching and professional development opportunities

What We're Looking For

- Excellent written and verbal communication skills
- Strong organisational skills with the ability to prioritise tasks effectively
- High attention to detail and accuracy
- Genuine passion for real estate and eagerness to learn
- Some exposure to the real estate industry would be helpful but not essential
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Current driver's licence and access to a reliable vehicle
- Applicants living locally in the Nelson Bay area preferred

Why Join Us?

- Supportive and dynamic team environment
- Valuable hands-on experience in the real estate industry
- Ongoing coaching, mentorship, and professional development
- Career advancement opportunities within the Century 21 network

If you're ready to begin your career in the exciting world of real estate, we'd love to hear from you.

How to Apply

Please send your Cover Letter and CV through

We look forward to hearing from you!

Traineeship

Language Trainee

IS THIS YOU?

You identify as a First Nations Australian who is passionate about language, culture, and community and have an interest in learning and conserving the Awabakal language and culture. You enjoy learning and sharing knowledge with others, especially children and young people.

Applicants with connection to Awabakal Land or community are strongly encouraged to apply, though this is not a requirement.

You'll also bring:

- Basic computer skills (Microsoft Office, Outlook)
- Cultural knowledge or connection to Country, and a willingness to learn more
- Confidence speaking in front of groups and classrooms
- Comfort engaging with children from early childhood through to high school
- A respectful, positive, and community-focused attitude

Before starting, you will need a current driver's licence and the ability to obtain a Working with Children Check (NSW). We can support you through the WWCC process if needed.

ABOUT THE ROLE

This is a six-month part-time contract, 15 hours a week, 9am to 2pm, with some flexibility on which weekdays those hours are completed, across a mix of structured learning, face-to-face training, and practical activities in the office and classroom.

This role plays a key part in revitalising and conserving the Awabakal language. The primary focus is on learning and developing proficiency in the language, supporting the creation of culturally appropriate learning resources, and assisting with community language and cultural activities. Over time, and with guidance, the position will progress to supporting and delivering language sessions to others.

Key responsibilities include:

- Learning and practising the Awabakal language through structured lessons, self-directed study, workshops, and community activities.
- Assisting in the development and preparation of language learning and teaching resources.
- Supporting lesson preparation, classroom setup, and workshop delivery alongside trainers.
- Participating in cultural activities and community events to strengthen cultural understanding and connection.
- Engaging respectfully with children, educators, and community members in a culturally safe and inclusive way.

ABOUT THE ORGANISATION

Miromaa Aboriginal Language and Technology Centre sits on Awabakal Country in Boolaroo (Lake Macquarie). We support Aboriginal and Torres Strait Islander communities across Australia and Indigenous peoples around the world to revitalise and conserve language and cultural knowledge, using tools and methods developed by and for community. The Awabakal Language Program (ALP) is at the heart of our local work, led by a small, committed team focused on keeping Awabakal language strong for future generations. This role sits directly within that team.

READY TO APPLY?

We'd love to hear from you. Send through a brief cover letter telling us a little about yourself and your connection to language or community, along with your resume.

If you'd like to have a yarn before applying, reach out to Sophie Moore at Effective HR on 04 739 739 or sop*****@effectivehr.com.au.

Traineeship

Certificate III Trainee - Gillieston Heights

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) - Gillieston Heights Centre

We're thrilled to announce an opening for a passionate and eager-to-learn trainee to join our team at our Gillieston Heights centre. We are committed to embedding the Child Safe Standards and maintaining an environment that promotes the safeguarding of all children and as we go above and beyond regulatory requirements, you'll play a vital role in enhancing our educator-to-child ratios and promoting the safety, wellbeing and empowerment of children alongside our dedicated team.

Benefits of Working with Us

- **Part-time** - Embrace a consistent schedule 38 hours per week.
- **Competitive Pay** - Enjoy wages at CSE Level 1.1 (\$24.95/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

- **Commitment to child safety** - A zero tolerance to harm or risk of harm to all children and commitment to a culture of reporting harm or risk of harm to all children.
- **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.
- **Effective Communication** - Maintain a high standard of written and verbal communication.

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.

Traineeship

Childcare Traineeship

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Traineeship

Trainee Educator

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 centre in Adamstown 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

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 Gerard at Little Zak's on 04●●●●● 752.

Little Zaks Child Safety Commitment

Little Zak's is a Child Safe Organisation. We prioritise the safety, wellbeing, and rights of all children and maintain a strong culture of child safety across our services. As part of our commitment, we have a rigorous recruitment and screening process in place, including comprehensive reference checks, Police checks and child-safe employment checks.

By applying for a role with Little Zak's, you acknowledge and agree to undergo all required child safety checks as part of our employment process.

Traineeship

ICT Support Trainee

You will complete a Certificate IV Information Technology 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 Department of Education.

This unique combination of formal education and work experience will give successful applicants the opportunity to work in an Information and Communications Technology (ICT) role, which includes:

- Providing IT support to customers over the phone, face to face, via email and online chat
- Providing onsite IT support by travelling to offices and schools to resolve hardware and software issues
- Maintaining accurate and timely records in relevant business systems
- Providing support to the IT Projects team, as required, by participating in major capital works activities.

Located in Gateshead West.

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.
- Enthusiastic and motivated.
- Good communication skills, both verbal and written
- Good computer skills.

Mandatory requirements:

- Current Drivers licence, and be willing to travel to NSW public schools and offices in the designated area.
- Current National Police Check & Working with Children's Check (or willingness to obtain prior to employment)

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.

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 864**. 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.

Applications close 24th of June 2026

Traineeship

Sales Trainee | Cardiff Toyota

This is your chance to get into the car sales and learn from the best. We have a rare opportunity for someone with exceptional customer service skills to become our next **Sales Trainee**.

Previous retail, hospitality, customer service is a plus but not essential. We are more focused on finding an enthusiastic person who genuinely enjoys helping people and is a natural at building relationships with our existing and potential guests.

If you present yourself professionally (in attire and attitude), have a valid driver's license and a willingness to learn, then you may be who we are looking for.

Cultivating our team through training and personal development is our thing. We'll teach you the value of each step in the sales process as you help us coordinate all the activities associated with the sale and the delivery of our vehicles. You'll also need to be a team player and work well with everyone in your group and our other departments.

If you'd relish the opportunity to kick off your career in motor vehicle sales, apply now.

Why we'd be great together:

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.

Traineeship

Certificate III- Traineeship Opportunity

Start your career with a team that prioritises your growth, values your contribution, and puts children at the heart of everything we do.

The Hub has new trainee opportunities available at several of our Early Education services

Why Join The Hub?

We are family owned, family operated and supported by a team of highly qualified early childhood professionals who boast decades of experience working with children and their families.

Our values, aspirations & vision speak to:

Children as future leaders

Gathering of community

Environments that nurture wonderment

Programs that provoke curiosity

Educators who are advocates for children, with a passion to excel

Our Commitment to Child Safety

At The Hub, we are a **Child Safe Organisation**. The safety, wellbeing, and development of every child is our highest priority.

We are committed to:

- Providing a safe, secure, and inclusive learning environment for all children
- Working in close partnership with families to support each child's health, safety, and wellbeing
- Promoting and protecting the rights and best interests of every child in our care
- Ensuring children are at the centre of all decision-making
- Supporting the educational and developmental outcomes of all children
- Continual improvement in the quality of education and care we deliver
- Maintaining a **zero-tolerance approach** to child maltreatment, abuse, and neglect
- Regular and ongoing staff training in **child protection and safety best practices**
- Encouraging applications from individuals with **culturally and linguistically diverse backgrounds**
- Promoting the safety and inclusion of **children with additional need**

What We Offer

At The Hub, we believe in recognising the dedication of our educators and supporting their professional growth. As a Trainee, you will benefit from:

- **\$500 Referral Bonus** – Receive a gift card for successful staff referrals
- **Free Flu Vaccinations** – Available to all interested employees
- **Fully Paid Professional Development** – Ongoing training to support your learning
- **Paid First Aid, CPR, and Child Protection Refresher Training**
- **Annual Christmas and New Year Break** – service closure period for rest and family time
- **Mentorship and On-the-Job Support** – Guidance from experienced educators throughout your training
- **Discounted Gym membership with Genesis Health and Fitness**

About You

We're looking for individuals who are passionate about making a difference in the lives of young children and are ready to grow with our team.

To be successful in this role, you will have:

- A genuine interest in early childhood education and care
- A commitment to completing a **Certificate III in Early Childhood Education and Care**
- A current **Working with Children Check** (or willingness to obtain)
- Strong verbal and written communication skills
- A friendly, professional, and motivated attitude
- Reliability and a willingness to learn as part of a supportive team

Key Responsibilities

- Support the delivery of high-quality early learning programs
- Assist with setting up and maintaining safe and engaging learning environments
- Help with daily routines, hygiene, and supervision of children
- Maintain a clean, safe, and organised environment
- Contribute positively to a collaborative and respectful team culture

Traineeship

Junior/Trainee Administration Assistant

Due to continued growth & expansion we are seeking a confident, enthusiastic & ambitious Junior Trainee Administration assistant who wants to join a highly successful, vibrant & progressive real estate agency. A friendly demeanor, excellent communication skills & immaculate self-presentation are all essential to secure this exciting opportunity.

Let's talk about the ROLE:

Your responsibilities will be varied and will include:

1. Managing phone calls & emails
2. Meeting & greeting clients
3. Providing support to our Sales secretary, Sales Agents, & Property Managers
4. Managing general enquiries, the reception & office areas
5. Cleaning and maintaining the office

Let's talk about YOU:

The successful candidate will possess the following:

1. Due to the high client contact nature of the role, applicants must possess impeccable presentation & communication skills
2. Ability to work in a team environment
3. Enthusiastic, energetic & a positive proactive work ethic
4. Previous reception/administration experience preferred, but not essential
5. Computer skills
6. An excellent telephone manner
7. Strong communication skills
8. A positive "can do" attitude
9. Data entry
10. Are honest & reliable
11. Initiative & ability to work unsupervised
12. Ability to prioritize & meet deadlines
13. Able to cope with multi-tasking and keep a calm demeanor
14. Hold a current Certificate of Registration
15. Have a passion for Real Estate & people

Culture & Benefits

1. Fantastic team environment & culture
2. Modern vibrant office
3. Low staff turnover
4. Scope to enhance your own career.

If you are looking for variety and diversity in the workplace, this is the perfect position for you.

Please forward your resume to: adm••@belmont.rh.com.au

Traineeship

Trainee Dump Truck Operator - Upper and Lower Hunter Valley

Programmed Energy and Resources is currently seeking motivated candidates for an exciting opportunity to undertake a **Full Time Dump Truck Traineeship** in the Lower and Upper Hunter Valley. The roster will be an even time 12.5hr rotating day and night roster, averaging 43.75 hours per week including working two weekends a month.

Benefits:

- Excellent flat pay rates starting from \$38 an hour
- Superannuation paid on all rostered hours
- Work with a great team that is committed to your safety and is a market leader
- Regular onsite support from Programmed's account managers and trainers

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 Upper and Lower Hunter Valley NSW
- Following a 12.5 hour rotating roster that includes days, nights and weekends

About you:

- Safe and productive work ethic
- Be able to work a rotating roster including nights and weekends
- Be committed to the roster and completion of the traineeship
- Hold a current Car P2 drivers licence or higher - **MUST** be able to drive a manual vehicle
- Provide 2 recent work referees (Supervisor)
- Be able to provide a local residential address or willing to relocate within 1hr of the mine site, this is **NOT** FIFO
- Be able to attend required interviews and assessment centres in the Singleton office
- Able to undergo and pass a full Order 45 Health Assessment and D&A Test
- Be able to provide a RMS driving record for consideration if you are invited for an interview

Please Note: Only shortlisted candidates will be contacted

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.

Traineeship

Trainee OTR Tyre Repairer

Join a globally recognised business and be paid as you complete your training!

Bridgestone Mining Solutions Australia (BMSA) is a market leader in the tyre & mining services industry. We are renowned for our global reputation for quality products, continuous improvement & cutting-edge application of technology.

Our mission: ***Serving Society with Superior Quality***

We are currently seeking an energetic & proactive **Trainee OTR (Off the Road) Tyre Repairer** to join us at our **Hunter Valley Branch in Mt Thorley**

Join us to "Earn While You Learn."

The Benefits

- Mon-Fri role, 38 hour week with potential overtime
- Permanent full-time position - competitive salary with increases once trained
- Career development within the global **Bridgestone** business
- 5 days extra leave every year after 2 years of employment
- An extra 5 days leave as a one off at each 5 year employment milestone
- Health checks / free flu shots
- Product discounts on Bridgestone Tyres
- Additional benefits & staff discounts

The Role

- Gain skills & experience in the field of OTR (Off The Road) tyre repairs in accordance with industry best practice.
- Perform duties at all times with a fully qualified OTR repairer to safely perform tyre repairs in accordance with industry best practice and service standards.
- Under supervision:
 - > Assist qualified tyre repairers in the performance of tyre preparation.
 - > Learn to diagnose and troubleshoot tyre / wheel / rim / tube damage.
 - > Learn to select correct tyres / rims / tubes for each specific job task.
- Learn and understand the importance of equipment used on or off site to perform OTR duties safely, meet operational and safety requirements and if not, report any concerns for attention.

About You -Essential

- Reliable and a team player
- Safety focused
- Good time management skills
- Communicate clearly
- Fit & able to carry out manual labour
- Current work rights in Australia

About You -Preferred

- Forklift licence (or ability to obtain)
- Mechanical aptitude

Join our local team within a global leader and access product discounts, extra leave and career opportunities.

Traineeship

Educators - ECT | Working towards ECT | Diploma | Cert III | Trainee

Flutterby Early Learning located in sought-after area, Huntview (Singleton) NSW, is currently looking for Educators to join our passionate and enthusiastic team. We are a boutique centre with a family feel team of educators and we offer interest and play based learning throughout our indoor and outdoor spaces.

We are seeking the following full time, part time or casual educators:

1. ECT or working towards ECT (Bachelor of Early Childhood Education)
2. Diploma Qualified educator or Working Towards Diploma
3. Certificated III Qualified Educator
4. Apprenticeship/Traineeship of Certificate III

We offer Above Reward Wages and flexible working hours.

Flutterby Early Learning is an equal and inclusive workplace, and we believe our staff is the most important asset. We provide free uniform, birthday surprise, and annual reward for high performers.

Please feel free to send your resume via Seek or to our centre

email: sin*****@flutterbyearlylearning.com.au

Flutterby Early Learning family look forward to hearing from you!

Administration traineeship

About Arrow Consultants

Grounded in values of calm, compassion, and responsibility, Arrow Consultants Chartered Accountants' purpose is simple: to help clients move forward, free from financial stress. With strong communication and a down-to-earth approach, we aim to become the trusted advisor for the long term—not just at tax time.

About the role

We are looking for an administration junior to join our team. The role will include:

- Provide day to day support to clients and the accounting team
- Reception duties including answering phones, greeting clients, and maintaining meeting rooms and office presentation
- Mail collection and processing
- Collation of financial information to clients for electronic signature
- Processing lodgments, extensions, and deferrals
- Liaising with the ATO
- Updating client database and other internal records
- Coordinating team events

About You

- Friendly, professional and reliable
- Able to manage multiple tasks and priorities
- Good communication skills
- Basic computer skills (email, Microsoft Word/Excel)
- Looking to complete a cert IV in administration
- Proactive and willing to help where needed

How to apply

Sounds like an ideal role for you? Apply through seek by attaching your cover letter and resume.

Traineeship

Business Administration Traineeship

Location: Hunter Valley, NSW

Company: Ace Mechanical Solutions

Employment Type: Full-Time – 38 Hours per Week (Monday to Friday, 8:00am – 4:00pm)

ABOUT US

Ace Mechanical Solutions is a Hunter Valley-based company specialising in the maintenance and repair of Excavators and Face Shovels. We are a specialist team that prides itself on the quality of service we deliver to our clients across the mining and heavy equipment industry.

ABOUT THE ROLE

We are currently seeking a motivated and enthusiastic individual to join our team as a Business Administration Trainee. This is a full-time, 12-month traineeship that will see you working hands-on in our office while completing a Certificate III in Business Administration.

You will work Monday to Friday, 8:00am to 4:00pm (38 hours per week) in a supportive and professional environment, gaining practical experience while learning valuable administrative skills.

Key responsibilities will include:

- Scheduling equipment for servicing, maintenance, test and tag, Introduction to Site for site compliance
- Monitor and update Safety management systems
- Processing purchase orders and invoice
- Deliver and pick up parts
- General office duties including filing, scanning, emailing, and data entry
- Facilitate daily meetings
- Daily timesheet entries, monitor site hours, monthly safety interactions.

ABOUT YOU

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

- Self-motivated, organised, and have a strong attention to detail
- Committed to completing all training requirements to obtain Certificate III in Business Administration
- Intermediate computer skills (Microsoft Office Suite)
- Strong communication skills and the ability to work well in a team
- Must hold a Current Manual Driver's Licence (P1 or higher)

ELIGIBILITY CRITERIA

- You must NOT already hold a Certificate III (or higher) in Business Administration
- Must be an Australian citizen or permanent resident
- Must have a valid Manual Driver's Licence

HOW TO APPLY

If you're ready to take the first step towards a career in business administration and want to be part of a supportive team environment, we'd love to hear from you.

Apply now with your resume and a brief cover letter outlining your interest in the role.

Please note: Applications from those who already hold a Certificate III or higher in Business Administration will not be considered.

Traineeship

Engineering Trainee

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

Our host company is a leading Australian manufacturer and supplier of steel building products including roofing, cladding, rainwater, structural and fencing. You will be working with a dedicated team in the sales department.

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:

- Learn to operate machinery to manufacture products in line with specifications and standards whilst following the production schedule
- Ensure that machinery is utilised efficiently by following the relevant manufacturing instructions
- Ensure that products are continuously inspected by means of quality control throughout the manufacturing process to maintained the required quality levels
- Ensure that product is packaged by following the relevant packaging instructions as written in the work instructions
- Use lifting equipment including forklifts (should this become a requirement, a license shall be provided)
- Ensure that plant cleanliness and housekeeping standards are maintained at the highest possible level
- Work within a team environment to ensure productivity
- Troubleshoot problems and adjust machine settings as required and shown
- Report any injuries and unsafe conditions, practices and equipment
- Follow all Work Health and Safety policies, procedures, relevant work instructions, and safe work method statements and risk assessments
- Comply with all relevant company policies and procedures
- Perform other duties as requested by the Plant Manager

What we're looking for:

- Sound literacy and numeracy skills
- Ability to work well in a team environment
- Willingness to work a rotating roster/shift work if required
- Forklift licence or the willingness to obtain
- Good understanding of Work Health and Safety in a factory environment

Committed to completing practical and theory-based study requirements of a 12-month traineeship

Traineeship

Administration Trainee

We are currently seeking an Administration Trainee to join our team as an Administration Officer based in Redhead.

This is a great opportunity for someone looking to start or develop a career in administration while gaining practical, hands-on experience in a fast-paced business environment

About the role

The role will involve:

- General administration duties
- Scheduling and coordinating appointments
- Client communication and customer service
- Invoicing support and data entry
- Assisting with the day-to-day operations of the business

About you

We are looking for someone who is:

- Reliable, organised, and professional
- Able to work well in a fast-paced environment
- A strong communicator with good attention to detail
- Willing to learn, take initiative, and work as part of a team
- Confident using computers and general office systems

This position offers the opportunity to build valuable administrative skills, gain exposure to a range of business functions, and contribute to the ongoing success of our team.

If you are motivated, eager to learn, and looking to start your career in administration, we would like to hear from you.

Vehicle Sales Consultant - Traineeship

Do you want to start a career in the motor industry? Here is your chance.

Lancaster Automotive Group is looking for their 2026 intake of Trainee Sales Consultants.

You don't need to have previous experience as we will provide a training program to provide you the ground blocks for a successful career.

All you needs is a current driver's license, good people & communication skills.

All Applicants must live with-in 30 minutes of the Singleton area.

Successful applicants will be remunerated via weekly retainer & monthly commission, with the ability to future promotion opportunities.

The Lancaster Group operates 3 car dealerships throughout the upper hunter and also offers opportunities in other area's of our business.

This trainee position is for our Singleton dealership site

Please apply via the seek portal.

Lancaster Motor Group

www.lancastermotors.com.au

Traineeship

Administration Traineeship

Immediate Start!! Your desk is ready and waiting for you!

Black Creek Automotive is looking for an enthusiastic & committed Business Administration Trainee. Black Creek Automotive is a well-established, family run organisation based in Branxton, NSW.

We are an energetic team who value honesty, integrity, and hard work.

This is a 12-month fixed term position working 40 hours Monday to Friday.

We are training with a view to long term employment, and a permanent position may be offered at the completion of successful training.

What's in it for you?

- On the job training
- Complete a qualification for free!
- Certificate III in Business Administration
- Further training upon completion a possibility for the right candidate!

Essential key skills and attributes:

- Exceptional customer service and people skills
- The ability to work in a team environment
- A friendly and approachable personality
- Able to learn quickly in a fast-paced environment
- Excellent attention to detail
- Multi-tasking skills

You'll be responsible for a wide range of tasks, including:

- Learning all facets of providing administration and clerical support to the business
- Learn to handle internal and external enquiries
- Meeting and greeting customers and taking bookings
- General reception duties as required e.g. answering and directing phone calls, filing, scanning

About the opportunity:

This position is ideal for a junior person with career aspirations in business administration. As an integral part of the administration team, you will be liaising with internal and external parties. The ideal person would consider themselves to be a highly energetic, self-motivated with a positive and contagious can-do attitude that contributes to the success of the team. The role is best suited to a detail-oriented person, who enjoys a diverse role and is a fast learner.

It is a requirement of this position that the successful candidate commit to the completion of a Cert III in Business Administration and be willing to enter a 12-month training contract.

Junior Administration Trainee

An opportunity has become available to join the team at Soper Smash Repairs as a Junior Administration Trainee, The position is offered as a 12 month Traineeship.

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

- Answering incoming calls.
- Greeting customers.
- Processing jobs.
- Filing.
- General administration functions.
- Running errands.

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

- Manual drivers licence.
- Willing to learn and be flexible.
- Attention to detail.

Soper Smash Repairs is a busy family owned business. Enjoy a long weekend every week, we work 6.30am - 4.30pm. Monday to Thursday.

Traineeship

Business (Medical Administration) Traineeship, Charlestown NSW

Are you looking for a role where you can gain experience and study for a qualification at the same time?

Looking to work with a great team in a supportive environment?

Our client based in Charlestown is looking for a business trainee to join their team. They are a well established medical practice and have an excellent reputation in the area.

As a business trainee, you will learn and perform the following tasks:

- Customer service
- Booking in patients, making/taking calls
- Data entry
- Meeting and greeting customers, dealing with enquiries
- Electronic filing, processing payments, using office equipment
- Following up medical documentation
- Liaising with internal and external medical professionals
- Maintaining privacy and confidentiality at all times
- Maintaining a clean and tidy workplace

Our client is looking for someone with the following attributes:

- Professional, compassionate, caring and friendly
- Good writing skills (emailing, comprehension, grammar)
- Good customer service skills and ability to deal with difficult situations on occasions
- Intermediate computer skills

If this role appeals to you, then please apply now!

Apply now with your up-to-date resume and a short cover letter telling us why this role excites you. Applicants must have full Australian working rights.

Please note, only shortlisted candidates will be contacted – but we encourage all interested applicants to explore future roles with 1300apprentice.

About Us:

At 1300apprentice, we're not just about jobs – we're about your future. With over 40 years of experience helping people succeed through apprenticeships and traineeships, we know how to get you where you want to go. You'll have a dedicated mentor supporting you every step of the way, helping you build skills, confidence, and a solid career path.

What makes us different?

- ☑ We really listen to what you want
- ☑ We match you with the right employer partner
- ☑ We support you throughout your journey
- ☑ We celebrate your growth – both personally and professionally.

Traineeship

Finance Traineeship

Get Paid to learn! Build practical skills in payroll, accounts, and finance administration through a dynamic traineeship opportunity.

The Finance Traineeship is the perfect opportunity to earn while you learn, gaining hands-on experience across payroll, accounts, and finance administration while completing a nationally recognised qualification in a supportive team environment.

Whether you're a school leaver taking your first career step or someone looking for a fresh start in a stable and professional industry, this role will provide the skills, knowledge, and experience needed for long-term career success.

About Us

Novaskill is a not-for-profit Registered Training Organisation and Group Training Organisation with over 45 years of experience delivering quality Vocational Education and Training. Operating across 6 locations from Northern NSW to the Central Coast, we offer training and employment opportunities in a variety of industries. Our mission is to enrich lives through education and career opportunities, helping people make a lasting impact in their communities.

What to Expect as a Finance Trainee

- Earn while you learn in a full-time traineeship
- Gain a nationally recognised Certificate III in Business (BSB30120)
- Build practical, in-demand skills across payroll, accounts, and finance administration
- Learn from experienced mentors in a supportive and collaborative team environment
- Develop valuable workplace and customer service skills

Responsibilities Include

- Assisting with payroll processing and maintaining accurate employee records
- Learning payroll compliance requirements, including awards, agreements, and relevant legislation
- Responding to payroll and finance queries in a professional and timely manner
- Supporting the finance team with reporting, reconciliations, and general administrations tasks
- Assisting with data entry and maintaining confidentiality of financial information
- Building knowledge of finance systems, processes, and workplace procedures

About You

- Strong attention to detail and accuracy
- Reliable, organised and motivated
- Positive attitude and willingness to learn
- Basic computer skills (Excel/Word or similar)
- Good communication and teamwork skills

What We Offer

- Nationally recognised qualification
- Structured training and ongoing professional development
- Mentorship from experienced leaders
- 9-day fortnight for better work/life balance
- 3 additional days paid leave over Christmas/New Year
- Paid volunteer leave to support your community
- A supportive, inclusive team environment

Traineeship

Certificate III Trainee - Cardiff

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) - Cardiff Centre

We're thrilled to announce an opening for a passionate and eager-to-learn trainee to join our team at our Cardiff centre. We are committed to embedding the Child Safe Standards and maintaining an environment that promotes the safeguarding of all children and as we go above and beyond regulatory requirements, you'll play a vital role in enhancing our educator-to-child ratios and promoting the safety, wellbeing and empowerment of children alongside our dedicated team.

Benefits of Working with Us

- **Full-time** - Embrace a consistent schedule 38 hours per week.
- **Competitive Pay** - Enjoy wages at CSE Level 1.1 (\$24.95/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

- **Commitment to child safety** - A zero tolerance to harm or risk of harm to all children and commitment to a culture of reporting harm or risk of harm to all children
- **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.
- **Effective Communication** - Maintain a high standard of written and verbal communication.

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.

Traineeship

Retail Traineeship (School-based Traineeship)

Lawrence & Hanson, in partnership with **MRAEL**, are seeking **expressions of interest from school students** who would like to commence a **school-based traineeship** in retail at the Cardiff branch.

This is a great opportunity to gain **real workplace experience** while completing a **Certificate III in Retail**, earning an income, and building valuable employability skills.

What's on offer:

- One day per week of paid work during school hours
- Certificate III in Retail qualification
- On-the-job training with a well established national company
- Career development and future employment opportunities

A fun, supportive team environment in a growing industry

About you:

- Enjoy helping customers and speaking with people
- Keen to learn about retail and workplace skills
- Reliable, motivated, and willing to learn
- Interested in gaining experience while completing school

If this sounds like a role and a team you'd like to be part of, we'd love to hear from you.

To apply, please click "I'm Interested!"

Trainee fulltime Childcare

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 .

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
- Ability to lift children and equipment, and participate in active play
- Be willing to obtain a paid working with children's check before starting employment
- Willingness to complete Certificate III in Early Childhood Education and Care through traineeship

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!

Traineeship

Certificate III Trainee

Join Our Growing Early Childhood Group | Certificate III Trainee Opportunities

Are you passionate about working with children and ready to start your career in Early Childhood Education? **Early Childhood Group**, supporting **Little Treasures Singleton, Little Treasures Greta, and Bright Beginnings Maitland**, is now seeking enthusiastic **Certificate III Trainee Educators** to join our growing team.

This is an exciting opportunity to learn, grow, and gain hands-on experience while completing your qualification in a supportive and high-quality early learning environment.

As our group continues to grow, a **talent pool will be created** to support staffing across all services.

Our Commitment to Child Safety

Early Childhood Group is a Child Safe Organisation. We are committed to safeguarding and promoting the safety, wellbeing, and rights of all children and young people across our services. We have zero tolerance for child abuse and are dedicated to creating safe, inclusive environments in every centre.

What We Offer:

- ☑ Paid traineeship while you complete your Certificate III
- ☑ Up to 85% staff childcare discount across group services
- ☑ Hands-on experience in high-quality, play-based learning environments
- ☑ Supportive and welcoming team culture across multiple services
- ☑ Structured mentoring and on-the-job training
- ☑ Career development and future progression opportunities
- ☑ Exposure to a growing Early Childhood Group with multiple services

About You:

- Passionate about working with children and early learning
- Enthusiastic, reliable, and eager to learn
- Strong team player with a positive attitude
- Willing to complete a **Certificate III in Early Childhood Education and Care**
- No prior experience required – just motivation and commitment

Screening & Compliance Requirements

All applicants must demonstrate a commitment to child safety. Employment is conditional upon successful completion of all required checks, including:

- Valid Working With Children Check (WWCC) verified prior to employment
- National Criminal History Check
- Completion (or willingness to complete) Mandatory Gecco Child Protection Foundations training
- 2 x Mandatory Verbal Reference Checks (1 most recent employer, 1 direct supervisor)
- National Workforce Register check

About the Role:

As a Trainee Educator, you will support qualified educators in delivering engaging, play-based learning experiences that align with the **Early Years Learning Framework (EYLF)**. You will help create safe, nurturing environments that support children's learning, development, and wellbeing while completing your qualification on the job.

You will be supported by experienced educators and leaders across **Little Treasures Singleton, Little Treasures Greta, and Bright Beginnings Maitland** as you build your skills and confidence in early childhood education.

Important Note:

A **talent pool will be created** from this recruitment process to fill current and future Certificate III Trainee opportunities across Early Childhood Group services.

This role involves working with children. All successful applicants must pass relevant child protection screening.

Traineeship

Trainee Dump Truck Operators

At CoreStaff we pride ourselves on looking after our employees, engaging with you onsite, and rewarding you for doing a great job. Feel like part of the Crew, not just another candidate sent to an assignment and forgotten about.

CoreStaff Singleton are seeking Trainee Dump Truck Operators for local Open Cut Mines in the Singleton area. Successful Candidates will:

Hold a full Unrestricted Class C Drivers licence and be able to competently operate a manual vehicle. (Not Provisional Licence)

- Must provide proof of a local residential address. No FIFO or camps. You must reside within a 1 hour drive from site at time of application.
- Provide a recent RMS driving history report with your resume (must be no older than 2 weeks).
- Be able to provide contact details of 2 recent work-related references (this will need to be a Supervisor or equivalent).
- Supply a current police check or willing to complete one.
- Be able to attend interviews/assessment centres in the Singleton area.
- Be able to work a rotating roster including Nights/Days/Weekends.
- Have the ability to pass an Order 45 Medical, including drug & alcohol test.
- HOW TO APPLY:

- Upload a copy of your current Resume

- Upload your current RMS Driving History in the Cover Letter section

PLEASE ENSURE YOU HAVE INCLUDED ALL THE ABOVE AS REQUESTED TO ENSURE YOUR APPLICATION CAN MOVE FORWARD

NON LOCAL RESIDENTIAL APPLICANTS WILL NOT BE CONSIDERED.

What's on offer:

Certificate III – Surface Extraction Operations qualification

- 24 month full time permanent role
- 12.5 hour shifts on a Rotating Roster
- Regular overtime available
- Regular onsite support from CoreStaff Management Team and Trainers
- Exclusive access to our benefits platform that offers savings at over 60 major Australian Retailers across the country.

About CoreStaff:

Australian Owned and Operated, CoreStaff provide labour hire and permanent recruitment services across Australia. We are the founding brand of CGH Group.

Founded in 2008, CoreStaff has grown rapidly from one branch in Darwin, to multiple branches in most major cities and a number of regional locations.

Our rapid success is attributed to our team of highly experienced and motivated recruitment specialists, an accredited quality and safety management system and a secure and robust information technology platform. CoreStaff is a leader in workplace diversity, and we encourage applications from Indigenous Australians for all roles, females for non-traditional female roles, and applicants with disabilities to apply for all of our jobs.

To become a part of the CoreCrew today, please click the 'Apply Now' link to submit your application. *Only Successful applicants will be notified*

Traineeship

Trainee - Certificate III in Children's Services

Discover and Learn Academy is seeking a passionate and dedicated Trainee to join our team on a full-time basis in Heatherbrae, NSW. In this role, you will be working towards obtaining your Certificate III in Children's Services, enabling you to provide high-quality care and education to children in an early learning environment.

What you'll be doing

- Assisting in the planning and implementation of engaging educational programs for children
- Providing a nurturing and stimulating environment that supports the social, emotional, and cognitive development of children
- Ensuring the safety and wellbeing of children in your care
- Collaborating with a team of experienced early childhood educators to deliver exceptional childcare services
- Participating in ongoing training and development to continuously improve your skills and knowledge

What we're looking for

- A genuine passion for working with children and a commitment to their growth and development
- Strong interpersonal and communication skills, with the ability to build positive relationships with children, families, and colleagues
- A creative and adaptable approach to problem-solving and program delivery
- A willingness to learn and a dedication to completing your Certificate III in Children's Services
- Relevant experience in a childcare or early learning environment, although not essential
- Australian citizenship or permanent residency status, as only candidates with full Australian work rights will be considered

What we offer

At Discover and Learn Academy, we are committed to supporting our employees' professional and personal growth. As a Trainee, you will have access to:

- **Comprehensive training and development opportunities**
- **Competitive salary and benefits package**
- **Opportunities for career advancement within the organisation**
- **A collaborative and supportive team environment**

About us

Discover and Learn Academy is a leading provider of high-quality early childhood education and care services in the Heatherbrae community. Our mission is to inspire and empower children to reach their full potential through engaging, play-based learning. We are committed to creating a nurturing and inclusive environment where children can thrive and develop a lifelong love of learning.

If you're ready to embark on an exciting and rewarding career in the early childhood education sector, we encourage you to apply for this Trainee - Certificate III in Children's Services role at Discover and Learn Academy today.

Traineeship

Childcare Traineeship

Multiple Positions Available!

Toronto, Tighes Hill & Belmont North Based Childcare Education Traineeships!

Start your career in Early Childhood Education & Care!

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

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

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

Kinda Kapers Bonuses & Perks

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

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

All Applicants are required to have:

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

If you are passionate and possess these skills, we would love to hear from you and have you join our family. Please apply with resume and cover letter via Seek, or to rya.....@kindakapers.com.au

Traineeship

Customer Service Trainee

We are Röhlig. Since 1852.

For over 170 years, we've been a trusted name in global freight forwarding, blending the expertise of a large enterprise with the values of a family-owned business. At Röhlig, we take pride in creating tailor-made logistics solutions that help our clients succeed worldwide.

Traineeship

Our Newcastle branch has an excellent opportunity for a motivated individual to join our Freight Forwarding Traineeship program in a Customer Service Representative role. This is a fantastic opportunity for someone who wants to get on the job training whilst studying for a nationally recognised qualification – all supported and paid for by us!

Your Traineeship will help you

- Learn about an essential industry that is Freight Forwarding
- Gain exposure into air/sea import/export operations
- Understand shipping/airline transportation regulations
- Monitor and action service requirements for designated accounts ensuring responses meet expectation
- Record information about instructions and requests from clients and keep clients up to date on a regular basis
- Relay information/instructions to other departments/overseas offices promptly
- Update relevant internal and external parties regarding status of clients' orders
- Identify documents required by various governing bodies
- Help resolve issues professionally to maintain good relations and prevent recurrence
- Understand the challenges of cargo movements and how to help clients resolve issues

About you

- Strong commitment and motivation with a desire to learn
- Good literacy and communication skills (reading, writing, numerical, verbal)
- Competent in I.T. skills with the ability to learn new systems
- Excellent planning, time management, collaboration, organisational skills and be highly adaptable to the changing environment
- Strong attention to detail and accuracy
- A team player who is not afraid to ask questions and contribute to the team

Your benefits

- Attractive salary, discretionary bonus scheme and paid birthday leave
- Gain a qualification without a student debt on completion
- Autonomous, supportive and flexible working culture with on-site parking

What you can expect

In Australia, our team of experts provides its services from 6 locations. Working at Röhlig means to live internationally, every day staff members around the world cooperate on developing logistics solutions for their customers. Smart minds with drive encounter numerous opportunities to play a vital role in this process. Flat hierarchies, a pleasant and friendly work environment, paid birthday leave, discretionary bonus scheme, considerable opportunities for personal development and long-term career planning provide the basis for your success.

We look forward to meeting you!

Traineeship

Trainee Automotive F&I Specialist

As our business continues to grow, we have an exciting opportunity for a Trainee Automotive Finance & Insurance Specialist to join the team at Muswellbrook Toyota & Isuzu UTE.

Part of the Wideland Group, one of regional Australia's largest and most respected dealership networks, this is your chance to step into a career with real progression, strong leadership support, and a lifestyle that offers genuine balance.

About the Role:

Based at our Muswellbrook dealership, you'll play a key role in supporting the Sales team while learning the foundations of Automotive Finance & Insurance.

You'll be mentored by experienced Sales and Business Managers and complete the Toyota Sales and Business Manager training programs, setting you up for long-term success in the industry.

You'll gain hands-on experience in:

- Supporting the Sales team to manage enquiries and convert opportunities into sales
- Assisting customers with tailored finance and insurance solutions for new and used vehicles
- Recommending and presenting Car Care products to enhance the ownership experience
- Delivering a seamless, professional, and customer-focused experience at every touchpoint
- Achieving key performance targets that drive individual and team success
- Maintaining strict compliance and accuracy across all transactions

You'll be right at the centre of the customer journey - building relationships, coordinating across departments, and helping deliver outstanding outcomes every time.

What We're Looking For:

You're motivated, confident, and ready to learn. You enjoy working with people, thrive in a fast-paced environment, and take pride in doing things properly.

You'll also bring:

- Exposure to sales, banking, finance, or insurance (preferred, not essential)
- Strong communication and relationship-building skills
- Solid time management and attention to detail
- A professional attitude with a genuine drive to succeed
- A valid current driver's licence

No prior automotive experience is required - we'll provide the training and support to help you succeed.

Why Join Wideland Group?

- Be part of a growing, high-performing dealership group
- Structured training and clear career progression pathway
- Competitive remuneration with performance-based earning opportunities
- Long-term career development for the right person
- Supportive leadership and a team-first culture
- Work in a thriving regional community with lifestyle benefits

Wideland Group is a privately owned organisation employing over 200 people across NSW and Queensland, representing leading brands across automotive, truck, agricultural, and construction sectors. Our people stay because we invest in their development and create real opportunities to grow.

Ready for the Next Step?

If you're looking to build a rewarding career in a supportive environment while enjoying life in the beautiful Upper Hunter Valley, we'd love to hear from you.

Apply now via SEEK, or contact Marcel Fabris, Branch Operations Manager, on [04 000 911](tel:040000911) for a confidential discussion.

Only applicants with relevant experience and full Australian working rights will be considered.

Full Time

Customer Service and Animal Care

If you love animals, people, and no two days being the same — this is the role for you! We're looking for a hardworking, super reliable, friendly, and smiley person to join our team at Port Stephens Animal Adventures for a FULL TIME role.

You'll be helping guests have unforgettable encounters with over 300 amazing animals — including sharks, rays, crocodiles, and macaws — while keeping our facility running smoothly and safely.

This isn't a sit-behind-a-desk job! You'll be hands-on with feeding, cleaning, customer interactions, and daily animal care.

What You'll Be Doing

- Deliver exceptional customer service during animal encounters and tours.
- Assist with feeding, cleaning, and caring for animals (yes, sometimes it's messy!).
- Greet visitors with a smile and make every experience unforgettable.
- Keep enclosures, exhibits, and public areas clean and presentable.
- Support daily operations and team activities.
- Occasionally assist with social media photos and guest content.

About You

- Hardworking, reliable, and always on time.
- Friendly, confident, and great with people and animals.
- Not afraid to get your hands dirty — or wet!
- Genuine love for animals and a positive, can-do attitude.
- Experience with large birds and/or reptiles (especially macaws) is a big plus.
- Basic social media or photography skills are an advantage.

Why You'll Love Working With Us

- Be surrounded by over 300 amazing animals every day.
- Join a fun, friendly team that thanks you daily for your work.
- Every shift is different — you could be greeting guests, feeding rays, or helping care for crocodiles.
- Gain hands-on experience in wildlife care, tourism, and guest engagement.

Please note every second weekend is required and must be able to work school holidays.

Full Time

Administration Assistant

We are seeking an organised and motivated Administration Assistant to support our Commercial and Administration Manager at our Rutherford Depot, assisting with the smooth day-to-day operations of our office.

This role is ideal for someone who enjoys variety, has strong administrative skills, and is comfortable assisting with a small amount of accounts work in a professional office environment.

About Us

JR Richards & Sons (JRR) delivers essential waste management services across NSW and northern Victoria. Recently acquired by an international infrastructure investment company, JRR is entering an exciting phase of opportunity and growth.

About the Role

Reporting to the Commercial and Administration Manager, your responsibilities will include:

- Providing administrative support to the Commercial and Administration Manager
- General office administration and filing (electronic and hard copy)
- Data entry and document control
- Assisting with **accounts receivable and accounts payable** (low volume)
- Invoice processing and record maintenance
- Handling general enquiries and correspondence
- Supporting the broader administration team as required

About You

To be successful in this role, you will have:

- Previous experience in an administration or office support role
- Exposure to accounts receivable and payable (desirable but not essential)
- **Intermediate Microsoft Office skills**, particularly Outlook, Word and Excel
- Strong attention to detail and organisational skills
- Ability to manage multiple tasks and meet deadlines
- A professional, friendly, and reliable approach to work

What We Offer

- A stable role within a supportive team environment
- On-the-job training and ongoing support
- Opportunity to develop your administration and accounts experience
- A positive and professional workplace culture

If you are a proactive **Administration Assistant** looking to support a busy management function, we encourage you to apply via SEEK.

Full Time

Administration Officer – Euro Patisserie (New Lambton - Newcastle)

- ☑ New Lambton Location
 - ☑ \$26.55 per hour starting rate
 - ☑ Join a premium patisserie café with on-site production
 - ☑ Support daily operations across a fast-paced environment
 - ☑ Opportunity for growth within a leading regional business
- Join Euro Patisserie – Newcastle’s iconic destination for artisan cakes, pastries, and exceptional café experiences!

With all products produced on-site, we pride ourselves on delivering the highest standards of quality, flavour, and presentation. We are currently seeking a motivated and detail-oriented Administration Assistant to support our team and help drive the smooth running of our day-to-day operations behind the scenes.

About the Role

As an Administration Officer, you will play a key role in supporting the administrative functions of the store. Working closely with site leadership, you’ll contribute to maintaining accuracy, organisation, and efficiency across multiple areas of the business.

Key Responsibilities:

- Provide high-quality administrative support to the site team
- Process orders, invoices, and delivery documentation accurately
- Maintain data entry systems and ensure records are up to date
- Assist with rostering and basic payroll administration as required
- Manage phone and email enquiries in a professional and timely manner
- Support stock control, reporting, and document management processes
- Contribute to the overall efficiency and organisation of daily operations

About You

You’re organised, reliable, and thrive in a fast-paced environment. You enjoy working behind the scenes and take pride in accuracy and attention to detail. You’ll bring:

- Previous administration or office support experience (preferred)
- Strong attention to detail and excellent organisational skills
- Confidence using Microsoft Office (Excel, Outlook, Word)
- The ability to work both independently and collaboratively
- A positive, reliable, and team-focused approach
- Strong communication skills and a willingness to learn

Why Join Euro Patisserie?

- ☑ Competitive hourly rate starting at \$26.55
- ☑ Staff discounts on all products
- ☑ Career progression and development opportunities
- ☑ Be part of a supportive, collaborative team environment

If you’re looking to join a growing business where your contribution matters and no two days are the same, we’d love to hear from you.

- ☑ Apply now and become part of the Euro Patisserie team!

Full Time

Pick/Packer

About the Role:

Hunter Recruitment Group is on the hunt for fit, fast, and accurate Picker / Packers to join our labour hire team. Our clients are well loved wholesaler of quality craft and educational goods, and they're looking for new team members gearing up for their busy season

This is the perfect role for anyone seeking casual, seasonal work with potential for ongoing shifts

You'll be joining a fun, fast paced team in a modern and supportive warehouse environment. If you're looking to get into the action, roll up your sleeves, and make an impact, this could be the role for you!

What You'll Be Doing:

Picking and packing orders using RF scanners

- Preparing stock for dispatch across Australia
- Unloading containers and replenishing stock
- Supporting general warehouse duties and housekeeping
- Working safely and efficiently in a fast-paced environment
- Maintaining accuracy, presentation and attention to detail
- **Shifts Available:**

8:00am - 4:00pm (Monday to Friday)

- **9:30 am - 2:30 pm** (Monday to Friday)

- **The Ideal Candidate:**

Is detail oriented and takes pride in how products are presented

- Has experience working in fast paced environments such as hospitality, retail or warehousing
- Has hands on experience with stock, night fill, point of sale or similar
- Bonus points if you've used hand held RF scanners
- Can handle the physical demands of the role, you'll be moving, lifting, and staying active!
- Has a positive attitude and loves being part of a fun, motivated team
- Can commit to Monday to Friday availability (essential)

Ready to Get Started?

If you think you've got what it takes to join the HRG team, we'd love to hear from you.

Please apply with your resume and a short cover letter telling us a little about yourself, your availability, and why you'd be a great fit for the role.

Full Time

Administration Assistant - Full Time

About the role

Solid Holistic Care Pty Ltd is seeking a motivated and detail-oriented Administration Assistant to join our team in Mayfield West, NSW. This full-time role is instrumental in supporting our overall business operations and contributing to the smooth running of our office.

What you'll be doing

- Providing a wide range of administrative support, including data entry, file management, and document preparation
- Handling incoming phone calls, emails, and other inquiries in a professional and courteous manner
- Assisting with the coordination of meetings, appointments, and other calendar management duties
- Maintaining and updating office supplies and inventory
- Collaborating with other team members to ensure efficient and effective office operations
- Undertaking ad-hoc administrative tasks as required to support the business

What we're looking for

- Demonstrated experience in a similar administrative support role, preferably within the healthcare or service industries
- A minimum of 2-3 years of administration assistant experience is essential for this position
- Excellent communication and interpersonal skills, with the ability to interact with a diverse range of stakeholders
- Strong organisational skills and the ability to prioritise tasks and meet deadlines
- Proficient in the use of Microsoft Office suite (Word, Excel, Outlook)
- Intermediate Excel proficiency with the ability to create and work with formulas is required
- A positive, proactive, and flexible approach to work
- A keen eye for detail and a commitment to maintaining high-quality standards
- A relevant Certificate or Diploma in business administration or related field is preferred

What we offer

At Solid Holistic Care Pty Ltd, we are committed to providing a supportive and rewarding work environment. You will have the opportunity to be part of a dynamic team, with access to ongoing training and development opportunities. We also offer a competitive salary, a range of employee benefits, and a focus on work-life balance.

About us

Solid Holistic Care Pty Ltd is a leading provider of healthcare services in the Mayfield West region. Our mission is to deliver high-quality, personalised care to our clients, and we are committed to creating a positive, inclusive, and supportive work culture. As a growing organisation, we offer exciting career opportunities and the chance to be a part of our ongoing success.

If you're interested in this role and believe you have the skills and experience to succeed, we encourage you to apply now.

Full Time

Administration Support Officer

Our Hunter Valley based Services company is seeking an Administration Support Officer; on a permanent basis.

As the successful applicant you will provide support to our sales, workflow and quoting teams daily.

You will possess and clearly demonstrate the following attributes:

- Strong Customer focus with an exceptional phone manner
- Must have the ability to multi-task in a fast paced environment
- Proficient in the use of computers and all MS Office suites
- Exceptional time management skills are paramount due to the high volume of enquiries received
- Ability to cope with shifting priorities in a dynamic working environment
- Current drivers licence and knowledge of the Newcastle/Hunter Valley areas
- Strong team focus which includes sales
- Knowledge of Simpro and/or other CRM packages is not compulsory but would be deemed highly advantageous.

Duties for this position are vast and varied, and the successful applicant will be required to perform these duties and others as requested or required on a daily basis.

The role is full-time with a Monday - Friday roster (37.5hrs per week over the 5 days). The rate of pay will be commensurate to your skills and experience.

Only successful applicants will be contacted

Full Time

Junior Labour Precast workshop.

Avacon Precast requires a junior labour.

As part of the roll you will work in a heavy engineering Precast workshop. As part of your roll you will clean the workshop. then we would like to train you in the following areas

- Clean workshop
- Tidy areas

Then we would like to train you to become a precast panel builder over a number of years experience, trainee ship.

- Dress panels after manufacture
- patch and dress precast prior to dispatch
- tidy area

Then work up to

- Get items to build Precast panels
- assist panel builder

Then ultimately become a panel builder

JNR RECEPTIONIST

RECEPTIONIST & ADMIN SUPPORT

Dalton Partners is a leading Residential Real Estate office located at The Junction. A reliable, trustworthy team player is required to fill the role of receptionist and admin support.

Recent experience working in a busy reception environment along with relevant real estate qualifications would be essential. A sound knowledge of Microsoft Office would be advantageous as would experience with Property ME - Inspection Manager and Agent Box. You would need to be a multi-tasker who loves to work in a team environment.

Attractive salary package to be negotiated.

Reception duties include:

- answering a multi-line phone system
- meet & greet clients
- assisting the sales & property management team on a daily basis
- daily office maintaining duties

Please forward your application to:

David Noble
Director
Dalton Partners
via email to nob••@daltonpartners.com.au

Full Time

Junior Warehouse/Sales

Are you a dynamic warehouse and sales professional eager to drive business growth?

At Cetnaj Muswellbrook, this is your opportunity to join a fast-paced, hands-on environment with genuine opportunities for growth. This varied role will allow you to apply and develop your skills across all areas of the branch.

What You'll Do:

Warehouse: Manage stock control, restock shelves, pack orders, and conduct stocktakes.

- **Customer Service:** Help customers find the right products, answer enquiries over the phone, via email and face-to-face. Always providing excellent service.
- **Deliveries:** Ensure goods are delivered accurately and on time, representing the brand with professionalism.
- **Organisation & Safety:** Maintain a clean, organised, and secure workspace while handling shipment and purchase order data entry.
- **Financials:** Accurately process financial transactions, including cash handling, to support branch integrity and compliance.
- **Team Support:** Perform various ad-hoc duties around the branch as needed to support smooth operations.
- **What you'll need to succeed:**

Communication Skills: Deliver efficient and knowledgeable service while working closely with customers.

- **Team Player Attitude:** Contribute to a positive work culture by being hardworking, adaptable, and team-oriented.
- **Physical fitness:** You'll be on your feet, lifting and unloading orders throughout the day.
- **Tech Savvy:** Demonstrate strong computer literacy and maintain proficiency across IT systems and digital tools.
- **Licences:** A car licence is required, a forklift licence is preferred.
- **Working Rights:** Must be an Australian or New Zealand citizen with full permanent working rights. Sponsorship is not available for this position

About Us:

Cetnaj Muswellbrook is a customer focused, market leading electrical wholesale brand. Cetnaj form part of the MM Electrical Merchandising (MEM) family, with over 400 stores and 4,000 staff nationwide. As a young and dynamic team, we're looking for hardworking and likeminded individuals to work with us over the long-term.

MEM reward their staff through a generous profit share scheme (a share in the Company's profits based on the businesses successes and individual contribution), as well as exciting career progression opportunities. With a strong client focused mindset, MEM value and endorse a fun and vibrant culture.

For more information, visit: <https://www.cetnaj.com.au/geebung>

Apply Now:

Ready to take the next step in your career? We'd love to hear from you. Apply now with your resume and a brief cover letter.

Full Time

Administration Assistant – Real Estate

We're a boutique, family-run real estate agency focused on delivering a premium and personalised experience for every client. We're looking for a motivated and organised Administration Assistant to join our close-knit team. This is a rare opportunity to gain experience across sales, property management, marketing, and client service, while being mentored in a supportive environment. This is a varied and fast-paced role where no two days look the same. You'll be an integral member of the team, supporting our agents and ensuring every listing, campaign, and client interaction runs seamlessly.

Key Responsibilities

- Managing social media accounts and assisting with campaign scheduling
- Handling general enquiries via phone, email, and in person
- Maintaining office presentation and supporting day-to-day operations
- Assisting with pre-listing and post-sale processes, including compliance documentation
- Supporting client care initiatives to deliver a premium customer experience
- Providing administration support to high-performing sales and property management teams
- Assisting in the preparation of marketing materials, brochures, and listing documentation
- Managing and updating CRM databases (contacts, buyers, vendors)
- Assisting with coordination of open homes, private inspections, and auction days
- Liaising with solicitors, conveyancers, photographers, and trades

About You

- Previous experience in real estate administration, sales support, or customer service (preferred but not essential)
- Highly organised with strong attention to detail
- Confident communicator with a warm, professional manner
- Able to take direction and instruction and complete tasks in a timely manner
- Proactive and able to take initiative in a fast-paced environment
- Strong time management and multitasking skills
- Tech-savvy with confidence using CRM systems and learning new platforms
- A genuine interest in real estate and property
- Positive, reliable, and a team player
- Current driver's licence and reliable vehicle

Why Join Us

- Work in a boutique, family independent agency where your contribution is genuinely valued
- Ongoing training, mentorship, and career development
- Exposure to all areas of real estate - sales, property management, and marketing
- A clear pathway for growth within the industry
- A supportive, family-friendly team culture
- Salary aligned with your skills and experience

Apply Now

If you're looking to build a long-term career in real estate and want to be part of a business that values relationships, quality, and attention to detail, we'd love to hear from you.

Full Time

Entry Level Medical Receptionist

Location: Maitland

Employment Type: Full-time only

This position requires availability for extended weekdays only.

We are seeking an enthusiastic and motivated **Entry Level Medical Receptionist** to join our busy and supportive medical practice. This is the perfect opportunity for someone looking to begin their career in healthcare administration, with full training provided.

About the Role

In this position, you will be the first point of contact for patients and play an important role in delivering a professional, friendly, and efficient service. You will work closely with our GPs, nurses, and management team to ensure smooth day-to-day operations of the practice.

Key Responsibilities

- Greeting patients and providing a high standard of customer service
- Must be available to work 8am - 6pm 4 days per week, days to be negotiated
- Answering phone calls, booking appointments, and managing patient enquiries
- Processing Medicare, DVA and private billing
- Managing patient check-ins and medical records
- Supporting clinical staff with administrative tasks
- Maintaining a clean and organised reception area
- Assisting with general office duties as required

We Are Looking For Someone Who

- Has excellent communication and customer service skills
- Is reliable, professional and well-presented
- Can work in a fast-paced environment
- Has strong attention to detail and organisational skills
- Is eager to learn and grow within the role
- Has basic computer literacy
- Willingness to work and follow direction
- Positive team attitude
- Is an Australian citizen
- Must be 18 years of age or older

What We Offer

- Full training provided
- Supportive and friendly team environment
- Opportunities for growth and development within the practice
- Stable and rewarding position in the healthcare industry

Part Time

Permanent Part-Time Retail Assistant – Experienced

Newsagency Team Member Wanted

Are you an experienced retail professional who thrives in a dynamic role and takes pride in great customer service? We're looking for a reliable and motivated team member to join our newsagency on a permanent part-time basis.

This role is perfect for someone who can confidently work both independently and as part of a team, while delivering a friendly and efficient experience for our customers every day.

What We're Looking For

- Previous Newsagency or retail experience is essential
- Strong customer service and communication skills
- Ability to work independently and show initiative
- A positive attitude and team-focused mindset
- Reliable, punctual, and well presented
- Comfortable handling multiple tasks in a busy environment

Your Responsibilities Will Include

- Serving customers and providing excellent service
- Operating registers and handling transactions
- Restocking shelves and maintaining store presentation
- Assisting with newspapers, magazines, gifts, lotto, and general store duties
- Ordering, receiving, and maintaining stock
- Opening and/or closing of the store

What We Offer

- Permanent part-time position
- Supportive and friendly workplace
- Variety in your day-to-day work
- Stable long-term opportunity for the right person

If you're experienced, dependable, and ready to become a valued part of our team, we'd love to hear from you.

Please apply with your resume and a brief cover letter outlining your experience. a

Casual

Optical Assistant

As first point of contact for all customers, our team members will:

- Support our Optometrists with pre-testing
- Offer our customers frame styling advice
- Dispense glasses with various lens options
- Build strong rapport and create a memorable customer journey

Skills and Experience

The successful candidate will have a rewarding career with Specsavers and exhibits the following qualities:

- *Enthusiasm:* Passionate about creating meaningful connections and supporting the wider community through eye care
- *Communication Skills:* Excellent verbal skills with strong attention to detail
- *Teamwork:* Ability to build genuine and supportive relationships with colleagues to thrive and achieve goals together
- *Practical Abilities:* Previous retail/customer service experience is required. Optical experience will be highly desired, however **full optics training will be provided!**

Benefits and Perks

- Two FREE pairs of glasses per year!
- Birthday and Volunteer leave
- 30% off for your family and friends
- Staff referral incentives
- Work with major brands like Marc Jacobs, Ted Baker, Tommy Hilfinger, Country Road, and more!
- Health & wellbeing support including Employee Assistance for you and your family
- In-depth onboarding process and tailored career progression for a stable future

Casual

Casual Sales Assistant - Pet Care & Wellness Specialist - Petbarn Singleton

At Petbarn, Australia's leading pet specialty retailer, we're passionate about making the world a happier place through the love of pets! As a **Casual Sales Assistant at Petbarn Singleton**, you'll help pet parents make the best choices for their furry, feathered, or scaly friends, offering expert advice on health, nutrition, and wellness products. You'll create connections, build trust, and make a real impact on the lives of pets and their pet parents.

Your Role:

- Provide knowledgeable, caring advice on pet wellness products
- Build relationships with customers, offering warm, genuine service
- Keep the store organised and shelves well-stocked (some heavy lifting required)
- Assist with sales, returns, and large purchases
- Work as part of a supportive, team-focused environment

Why choose Petbarn?

- Connect with pets and their owners, making a real difference
- Gain valuable training in pet care and wellness
- Be part of a team that values passion, authenticity, caring, knowledge and togetherness

About You:

- A natural love for animals and people
- Passion for customer service
- Friendly, patient, and eager to help
- Team player
- Previous experience in retail or other customer service role is desirable
- Organised and detail-oriented
- **Forklift license is desirable**

What's in It for You:

- Pet-filled days with the chance to make a difference
- Discounts across the Greencross network including Petbarn stores and Greencross Vets, pet-friendly workspace, and career growth opportunities
- Access to novated leasing, workplace benefits program and health insurance corporate rates
- Access to Employee Assistance Program and wellness resources, available 24/7 for yourself and your family
- Be part of a company with a commitment to giving back to the community through the Petbarn Foundation

Ready to Join?

If you're excited to bring your passion for pets to work, apply now and be part of our Petbarn team! Please note that only shortlisted candidates will be contacted

Casual

Sales Assistant Rutherford

We are growing fast— With over 75+ stores across Australia, Anaconda is more than just a retail destination. We create immersive outdoor experiences. Our mission is to educate, equip, and inspire adventurers, and we want you to be part of that journey!

What's in it for you?

- **Flexible Hours** – Supporting your schedule and hobbies
- **Great Team Culture** – Join a supportive and energetic team
- **Generous Discounts** – Enjoy discounts on our amazing products + Uniform
- **Career Growth Opportunities** – We love to promote from within!
- **Fun & Fast-Paced Environment** – No two days are the same, keeping your job exciting.
- **Knowledge and Skills**- Bring your experience in all areas of the outdoors and adventure to all customers and team!

About the Role:

- Providing exceptional customer service and creating memorable shopping experiences.
- Assisting customers with product selection and offering advice.
- Handling transactions efficiently at the register.
- Keeping the store looking fresh by restocking and merchandising products.
- Ensuring the store is clean, organised, and welcoming for every shopper.
- Working as part of a team to achieve sales goals and deliver top-notch service.
- Supporting in different departments across the store

Who We Are Looking For:

We are looking for enthusiastic and customer-focused individuals to join us at Anaconda.

- A positive, can-do attitude with a passion for our products
- Strong communication skills and a friendly approach
- Ability to work in a fast-paced retail environment.
- Availability for flexible shifts, including late night, weekends, and public holidays.
- Previous retail experience is a bonus but not essential – we provide training!

When you join our team, you will become part of the Spotlight Retail Group, which comprises of Anaconda, Spotlight and Harris Scarfe.

Ready to take the next step in your career? **Apply now and start your adventure with us!**

Casual

Retail Sales Assistant (Warehouse Experience) | Casual | Petstock Cessnock

Join our passionate team at **Petstock Cessnock** - where we are inspired by pets and animals to be better people both in our careers and our everyday life, making an impact for Pets, People and the Planet!.

- **Physically fit - we are a busy store with a rural customer base**
- **Warehouse Experience an advantage and preferred - loading and unloading deliveries - stock management**
- **Flexibility across our 7 day roster an advantage**

As an inspired member of the Petstock Group, our connections with pets help us grow as people. At the Petstock Group, together we live by this truth. We are continually inspired by pets and animals to be better people, both in our careers and our everyday life.

A Peek Into Your Petstock Day

- Provide exceptional customer service where you and your customer will have memorable, meaningful interactions
- Through the knowledge you gain, you will inspire and educate customers on the best care and products for their pets
- Complete memorable sales transactions, aiming to reach set store sales goals
- Maintain a consistently high standard of store presentation while ensuring that new stock is promptly and accurately displayed whilst also ensuring we are replenishing our stock
- Demonstrate initiative by actively keeping your knowledge up to date on pet care, products, and services current
- Contribute to a fun, supportive culture instore where the team loves coming to work each and every day
- Strong safety mindset with commitment to create a culture of safety within your team
- Work with the team to achieve stock integrity through stock replenishment, date expiry checks, stock takes etc
- Loading and unloading of couriers / trucks
- Maintain a clean and safe work environment, including daily housekeeping initiatives
- General warehouse duties as directed

Do you have the below experience and looking to take the next step in your career?

- A passion for animals and providing the best customer service
- **Experience in a similar retail and warehouse environment**
- Demonstrated drive to achieve and exceed sales target
- Strong interpersonal skills with ability to build relationships and rapport with customers and the team
- **Physically fit, with ability to lift products up to 20kgs**
- **Flexibility and ability to work weekends and public holidays**

Why Petstock is the Place for You

- Free access to mental health, financial & wellbeing support services through our Sonder service
- From supporting the Petstock Foundation to our sustainability projects and community partnerships, our people have opportunities to play a role and be part of something bigger. Because giving back, together, is what we do!
- Health and wellness services at a great corporate discount
- Exclusive access to Workplace Banking

We're built on family values, combined with a genuine passion for pets and people. We operate with heart, inclusivity, and inspiration for pets, people, and the planet

Casual

Junior Admin Assistant

Casual Position – 2 Days Per Week

We are seeking a motivated and dependable **Junior Admin Assistant** to join our team in a casual role. This is a great opportunity for someone looking to develop their administration skills within a supportive workplace. The role will initially be **2 days per week**, with the potential to increase as the role develops.

Working days will be **Tuesdays and Thursdays**. Some flexibility with hours may be available for the right candidate.

Key Responsibilities

- Entering and processing timesheets
- Maintaining and updating company documents and records
- Filing, scanning, and general document management
- Assisting with office supply orders
- Providing general administrative support to the team

What We're Looking For

We are looking for someone who is:

- Reliable, honest, and punctual
- Eager to learn and develop new skills
- Proactive and forward-thinking
- Organised with strong attention to detail
- Comfortable working independently and within a team

Some computer experience and a driver's license are ideal.

If you are looking for an opportunity to join a friendly and supportive team, we would love to hear from you.

Valleygirl - Casual Sales Assistants

Valleygirl is all about making your own personal fashion statement!

Edgy, street smart and fun, our Valleygirl stores offer an ever changing, fast paced and rewarding work environment.

Valleygirl is on the lookout for exceptional and experienced Casual Sales Assistants for our store in **Stockland Green Hills, East Maitland**.

The role involves:

- Ensuring a high standard of customer service is maintained
- Assisting the Store Manager in the day to day operations of the store

To be considered for this role you will have:

- Previous retail experience in fashion a **MUST**
- Be flexible to work 7 day rotating roster
- A passion for customer service and sales achievement
- The ability to work well in a team
- Strong leadership and communication skills
- The potential to take on more responsible positions in the near future

Sound exciting? Then apply now! Please specify which location you wish to apply for.

No recruitment agencies please

Casual

Ride Attendants

The iconic and world-famous Hunter Valley Gardens is seeking passionate & confident customer service professionals to assist with our Snow Time in the Gardens 2026 winter spectacular. Roles range from assisting customers with entry into attractions, amusement rides, ice rink, toboggan run, cash handling & ticket allocation. Training will be provided & some roles will require manual handling.

Previous customer service experience & amusement ride attendants will be highly regarded but is not essential.

Flexibility will be a great advantage to your application as we have day shifts (9:00am-4:30pm) available 7 days a week. This event runs between the 27th of June and the 26th of July 2026.

Applicants must be 17yrs or older and have their own reliable transport.

Availability for site & safety induction required prior to the event.

To apply for these great opportunities please click "Apply for this Job" below attaching your resume & covering letter.

Only successful applicants will be contacted via email.

SHOP ASSISTANT

SEEKING SHOP ASSISTANTS AT RIDGEY DIDGE PIES THORNTON OF ANY AGE TO START IMMEDIATELY

VERY FAST PACED ENVIRONMENT SO HAVE TO PHYSICALLY ABLE TO HANDLE THE PACE OF A FAST FOOD POSITION

HOURS CAN RANNGE BETWEEN 20 AND 38 HRS A WEEK

WILL POSSIBLY INCLUDE ONE WEEKEND SHIFT A WEEK

ALL TRAINING WILL BE PROVIDED

MUST HAVE A BUBBLY PERSONALTY AND A CAN DO ATTITUDE

Casual Parcel and Mail sorter

Afternoon shift parcel sorter required hours are 7 pm to 11 pm sunday to Thursday

Candidates

You will be required to sort and pack parcels into ULDS some heavy lifting required must be reliable and physically fit hours may vary depending on volumes

Australian work rights are required for this position.

Employees must be able to lift up to 26-35kg as part of their duties.

Casual

Retail Sales Assistant | Bennetts Green

Join a passionate team where we are inspired by pets and animals to be better people both in our careers and our everyday life, making an impact for Pets, People and the Planet!.

- Award-winning programs that support career growth, with a new leadership development program underway
- Team member, family & pet benefits across Petstock Group & Woolworths Group
- Free access to mental health, financial & wellbeing support services

As an inspired member of the Petstock Group, our connections with pets help us grow as people. At the Petstock Group, together we live by this truth. We are continually inspired by pets and animals to be better people, both in our careers and our everyday life.

Why Petstock is the Place for You

- Free access to mental health, financial & wellbeing support services through our Sonder service
- From supporting the Petstock Foundation to our sustainability projects and community partnerships, our people have opportunities to play a role and be part of something bigger. Because giving back, together, is what we do!
- Opportunity to purchase up to 2 weeks of Additional Paid leave & 4 weeks of paid parental leave
- Health and wellness services at a great corporate discount
- Exclusive access to Workplace Banking
- We're built on family values, combined with a genuine passion for pets and people. We operate with heart, inclusivity, and inspiration for pets, people, and the planet

A Peek Into Your Petstock Day

- Provide exceptional customer service where you and your customer will have memorable, meaningful interactions
- Through the knowledge you gain, you will inspire and educate customers on the best care and products for their pets
- Complete memorable sales transactions, aiming to reach set store sales goals
- Maintain a consistently high standard of store presentation while ensuring that new stock is promptly and accurately displayed whilst also ensuring we are replenishing our stock
- Demonstrate initiative by actively keeping your knowledge up to date on pet care, products, and services current
- Contribute to a fun, supportive culture instore where the team loves coming to work each and every day
- Strong safety mindset with commitment to create a culture of safety within your team

Do you have the below experience and looking to take the next step in your career?

- A passion for animals and providing the best customer service
- Experience in a similar retail environment
- Demonstrated drive to achieve and exceed sales target
- Strong interpersonal skills with ability to build relationships and rapport with customers and the team
- Physically fit, with ability to lift products up to 20kgs
- Flexibility and ability to work weekends and public holidays

If this is the opportunity you've been looking for and you love Pets as much as we do, apply today!

Casual

CASUAL SALES ASSISTANT | PILGRIM CLOTHING | MYER CHARLESTOWN

- Opportunity to join an iconic Australian Fashion Brand – Pilgrim
- Generous discounts
- Casual position - must be available Sunday, Monday & Thursday late night tread
- Casual stylists will be awarded with generous discounts & potential monthly performance vouchers
- Potential for Growth & Development

The Company

Pilgrim Clothing is an iconic Australian fashion brand with a strong commitment to sustainability, dedicated to offering an exceptional clothing alternative for women. We proudly represent the bold, fearless Australian female, constantly evolving alongside her!

We are excited to announce that we are looking for a dynamic Seasonal Casual Stylist to join our thriving team at Myer Charlestown.

We're in search of a high-energy, enthusiastic stylist who excels at providing our loyal customers with outstanding service and can infuse the team with positive energy.

Our mission is clear to create styles that empower women. As our brand continues to grow, we invite passionate candidates to join our fashion family on this exhilarating journey.

The Role

An exciting opportunity has become available to our Fashion Concession Store located within Myer Charlestown.

- Provide excellent service and styling assistance to our customers.
- Excel in your role as a Pilgrim Fashion Ambassador displaying a strong affinity with the Pilgrim brand and its product
- Optimize store performance by delivering strong sales results
- Lead by example, train & develop staff to foster a supportive and collaborative work environment that delivers results
- Enjoy delivering a high standard of personal, staff, store, and stock visual presentation.
- Be innovative and provide feedback to management on new ways to improve Pilgrim's performance.
- Provide good housekeeping and administrative skills.

Skills and Attributes

It would be desirable if you had some or all of the following:

- Strong understanding of styling for all body shapes.
- Be customer focused
- Great time management and attention to detail.
- Desire to be a Pilgrim Fashion Ambassador and to represent the Brand.
- Excellent verbal and written communication skills.
- Proven success in fashion retail
- Proactive and positive attitude with passion, engagement and integrity

What's on offer.

- Fantastic opportunity to join a growing well known Australian Fashion Brand.
- Supportive and collaborative work environment that produces results
- Generous discounts.
- Opportunities for growth.

How to apply

To apply for this position, please submit a resume and a brief cover letter detailing how you would be suitable for the role.

We thank all applicants in advance for taking the time to apply, however only short listed candidates will be contacted.

Casual

Retail Sales Assistant

Kaisercraft is looking for an enthusiastic and self-motivated Retail Sales Assistant to join our team in **Maitland!**

About Kaisercraft

Based in Geelong, we're a family-owned business with over 100 retail stores and counting, located throughout Australia. Whilst we continue to grow, Kaisercraft have a strong focus on ensuring the Kaisercraft values are carried all the way from our Head office through to our Retail Stores. To be successful in this fun & hardworking environment, you will show Mutual Respect, Humility and Integrity and will have a growth mindset to continue to build our much-loved brand.

The Opportunity

As a casual Retail Sales Assistant, you will play an important part in ensuring all our customers receive the highest level of customer service and you will have a large focus on keeping the store well presented to showcase our beautiful product range. Outside of customer service your other duties and responsibilities may include;

- Opening and closing of the store
- Assisting with day-to-day store operations
- Demonstrating strong product knowledge to assist customers in making the best product choice
- Unpacking deliveries and replenishing the shelves
- Assist in the implementation of promotional & visual merchandising initiatives
- Maintaining the store's appearance and organization to a high standard

About You:

- Experience in a customer facing role
- The ability to create a memorable experience and understand our customer needs
- A motivated individual with a passion to sell our products
- Reliable, high attention to detail and good communication skills
- Ability to work autonomously, problem solve and take initiative
- Flexibility across the 7 days of the week including late nights and weekends
- Be happy to work on average 2-3 shifts a week which will vary from 3-5 hours long. There will also be the opportunity to pick up additional hours from time to time.
- Experience using Microsoft Office suite and a POS System

Benefits

- Generous 50% staff discount on Kaisercraft branded products
- Employee Assistance Program (EAP)
- Flexible working hours
- On-the-job skill development
- Family oriented environment
- An Australian company with significant growth opportunities

Let's get started?

The ideal candidate will be ready to embrace and uphold Kaisercraft's values and in return will be rewarded with a supportive work environment where you can grow your skillset. If you are ready for the next challenge and believe that you are the ideal candidate for this role, then please apply through Seek! If you are successfully shortlisted, you will be emailed a link to setup an interview time via Jotform.

Casual

JUNIOR SHOP ASSISTANT

SEEKING A JUNIOR SHOP ASSISTANT

NEEDS TO BE AVAILABLE SATURDAY &
SUNDAY AS REQUIRED

ALSO SHIFTS MIDWEEK COULD BE AVAILABLE
DEPENDING ON YOUR CIRCUMSTANCE

APPROX 8 TO 16HRS AS REQUIRED AS PER
BUSINESS REQUIREMENTS

SERVING CUSTOMERS, HANDING MONEY,
CLEANING AS REQUIRED, PREPARING PROD-
UCT (TRAINING SUPPLIED), MAKING COFFEE
(TRAINING SUPPLIED), POSSIBLE CLOSING
SHOP AFTER TRAINED AND IF CONFIDENT AND
PARENTS ARE HAPPY WITH IT.

PLEASE SEND COVER LETTER STATING YOUR
AVAILABILITIES TO WORK AND HOURS YOU
WOULD LIKE TO WORK

SEEKING ENTHUSIASTIC EMPLOYEE WITH AN
CAN-DO ATTITUDE, WITH A GOOD FAMILY
WORK ETHIC ATTITUDE EG WANT TO WORK

WE PAY AS PER THE FAST-FOOD AWARD

SEEKING WELL PRESENTED STAFF WHO ARE
HONEST AND HARD WORKING AND WILLING
TO LEARN SKILLS THAT CAN HELP THEM INTO
THE WORKING FUTURE

DON'T APPLY UNLESS YOUR WILLING TO
SHOW UP FOR AN INTERVIEW

ONLY WANT SERIOUS PEOPLE WANTING TO
WORK TO APPLY

Team Member

Hey, we're Boost Juice!

We love making smoothies, serving up delicious
juices and trying to guess what your *real* name
is. But you probably already knew that, 'cos
we've been around since 2000. Aka, when flip
phones and low-rise jeans were *first* here.

Now's your chance to get in on the in-store Boost
action! **We're searching for casual Team
Members to join our store at Singleton Square
on weekdays and weekends.** Our Boosties
make our world go round, and there's always
room for more.

So how do you know you're Boostie material?

You'll be more passionate than a Passion Mango,
more energetic than a Banana Buzz, and as
extravagant as a Banana Mango Bling! ☑ You just
love bringing the good vibes, whether that's
through epic customer service, a delicious
smoothie, Dua Lipa dance moves — or all of the
above.

Want in? We're waiting... Just apply now, and
don't forget to add your resume and availability.
If you wanna dish on your fav Boost smoothie
too, we won't be mad.

*Applied once before? Don't stress, we already have
your deets!*

Casual

Sales Team Member - Casual - Rutherford

At Amart, we are passionate about helping everyday Australian's transform their homes. We've grown into a true one-stop shop for stylish, affordable furniture and homewares and we're proud to be one of Australia's leading furniture retailers. Our stores are powered by passionate people who bring energy, care and drive to everything they do... that's the Amart DNA.

ABOUT THE ROLE

As a Sales Team Member, you're the first person our customers connect with when they walk into the store. Your focus is to deliver exceptional service that ensures customers feel confident when selecting pieces for their home.

In this role, you will:

- Listen and understand customers' needs to build rapport and guide them to the right products.
- Create an outstanding in-store experience that drives sales, repeat visits and customer loyalty.
- Work towards clear sales targets, identifying opportunities and celebrating wins as a team.
- Maintain high visual merchandising standards and keep the store clean, safe and ready to welcome customers.
- Use in-store systems confidently to support customer purchases and follow-ups.

ABOUT YOU

You're a confident communicator who genuinely enjoys helping people. You bring energy, positivity and pride to your work, and you love the rhythm of a busy retail floor. You're motivated by results and get a buzz from achieving and exceeding targets.

You'll bring:

- Experience in customer-facing or sales roles (retail experience is a bonus).
- A friendly, approachable style with strong listening skills.
- A sales-driven mindset with the resilience to stay motivated in a fast-paced environment.
- A keen eye for details and the ability to follow direction to maintain high in-store standards.
- Flexibility to work across a rotating roster including weekends and peak trade periods.

WHY CHOOSE AMART?

Our culture is genuinely people-first. We back our team with real support, ongoing training, and recognition that happens every week, not just once a year.

What you'll love:

- **Weekly performance-based incentive program** — rewards for strong results.
- **Training & development** — learn from the best and grow your sales career.
- **A supportive, high-energy team** that celebrates wins together.
- **Team member discounts** — industry leading savings for you and your family.
- **Giving back** — make a difference through our partnership with Ronald McDonald House Charities (RMHC).
- **Amart DNA** — a culture built on being bold and customer obsessed.

INTERESTED?

If you want to build your sales career with one of Australia's most trusted furniture brands, earn great rewards and be part of a team that puts people first, we'd love to hear from you.

Apply now and help us transform the homes of everyday Australians one step at a time.