



YOUTH JOBS & TRAINING



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Newcastle, Hunter, Central Coast, Port Stephens
4967 1050



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

Apprentice Tiler – All Years

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

We have Tiling apprenticeships available in the Newcastle area and surrounding suburbs of Maitland and Lake Macquarie for an immediate start.

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

WHY HIA APPRENTICES?

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

THE IDEAL CANDIDATE FOR THIS ROLE:

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

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

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

If this sounds like you, APPLY NOW!

About HIA Apprentices

Please note that we have a huge demand for Junior Apprentices at the moment (under 21 years of age)

Apprenticeship

1st or 2nd year Apprentice Hairdresser

At Hairhouse, you'll learn your craft in a supportive environment built on 30+ years of industry expertise, with everything you need to grow into a confident, skilled professional.

What you'll be doing You'll learn essential hairdressing techniques hands-on, develop your client consultation skills, assist experienced stylists, and get to grips with professional products, tools, and salon operations.

What's in it for you We offer a structured learning pathway with ongoing support, flexible working hours, staff discounts, performance incentives, opportunities to be featured on store social media, and access to Australia's largest hairdressing network.

What we're looking for A genuine passion for hair and beauty, a willingness to learn, and a reliable, people-focused attitude. No previous experience required — your enthusiasm and commitment are what matter most.

Ready to start your journey? Whether you're just starting out, have assisted in a salon before, or are making a career change, we'd love to hear from you. **Apply now.**

Apprenticeship

Plastering Apprentice

CERTIFICATE III PLASTERING 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 local experienced Plastering company servicing the Newcastle & Lake Macquarie areas. They do it all, plastering walls & ceilings, drywall installation & repair, skimming, cornice & moulding installation, rendering & external plastering and patch & crack repair. They're looking for a hardworking Apprentice with a strong work ethic to join their busy team! Learn from the best, a team with 20+ years experience in residential and commercial plastering.

Desired Qualities:

- A strong desire to learn and grow in the field of Plastering.
- Commitment to completing a 4-year Apprenticeship (TAFE studies and onsite skills).
- Find fulfilment in practical and hands-on tasks, considering themselves "hands-on, active" individuals.
- Honest, hardworking, reliable and able to follow instructions.
- Demonstrates strong communication skills with the capability to ask questions when needed.
- Holds a current drivers licence OR has reliable transportation to and from local job sites in the Newcastle and Lake Macquarie areas.
- 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

1st Year Electrical Apprentice

Looking to kick-start your career as an electrician? GEM is seeking a motivated and enthusiastic 1st Year Electrical Apprentice to join our team at our Warners Bay factory. This is an excellent opportunity to learn from experienced tradespeople while gaining hands-on experience in the manufacture and wiring of commercial and industrial electrical switchboards.

What You'll Be Doing

- Assisting with the assembly and wiring of electrical switchboards.
- Learning to read and interpret electrical drawings and schematics.
- Using hand and power tools safely and correctly.
- Assisting with testing and quality checks.
- Maintaining a safe and organised work area.
- Completing TAFE studies while developing practical skills on the job.

About You

You are someone who:

- Has a genuine interest in the electrical industry.
- Is reliable, punctual and willing to learn.
- Has good attention to detail and takes pride in your work.
- Enjoys working as part of a team.
- Has a positive attitude and strong work ethic.
- Holds (or is working towards) a current White Card (desirable but not essential).
- Holds a current driver's licence or has reliable transport (preferred).

What We Offer

- A full-time apprenticeship with ongoing support.
- Experienced mentors committed to your development.
- A supportive team culture where learning is encouraged.
- Modern workshop facilities at our Warners Bay site.
- Opportunities for long-term employment and career progression upon successful completion of your apprenticeship.

If you're ready to start your career with a company that values quality, teamwork and developing the next generation of electricians, we'd love to hear from you.

Apply now by submitting your resume along with a brief cover letter telling us why you're interested in becoming an electrician.

Landscape Maintenance Apprentice

Join the SureGreen Team – Where Careers Grow

Are you ready to start a hands-on career, keep fit, and work outdoors? This is your chance to learn new skills while earning a wage — and at the end of your apprenticeship, you'll walk away with a nationally recognised qualification or you can just learn the trade and or continue your career in landscaping.

You'll work closely with an experienced Team Leader, learning the day-to-day operations of maintaining beautiful landscapes and gaining the skills to grow into a leadership role yourself. There's nothing more rewarding than being part of creating and caring for green spaces people enjoy every day.

At SureGreen, we're a supportive team — our managers are always ready to lend a hand and help you succeed.

By completing your Certificate III in Parks & Gardens, you'll enjoy:

- A nationally recognised qualification
- Getting paid while you learn
- In-depth horticultural knowledge
- Clear pathways to progress into a Team Leader role with great benefits

SureGreen is a young, growing business, and we're passionate about seeing our people grow with us. So, if you're ready to take the first step towards a rewarding career in landscaping — apply today!

Apprenticeship

Electrical Apprentice – Certificate III Electrotechnology Electrician

What you'll do –

Whilst studying a Certificate III in Electrotechnology Electrician over 48 months, working with Newcastle Coal Infrastructure Group (NCIG), you'll have the opportunity to:

- Participate in a structured work readiness program during your first six months, gaining valuable hands-on experience and industry knowledge.
- Assist qualified tradespeople with the installation, maintenance, and repair of advanced materials handling equipment.
- Conduct equipment inspections, diagnostics, fault finding, and troubleshooting activities.
- Learn to use specialised electrical tools, testing equipment, and industry-standard technology.
- Work within one of Australia's largest and most modern coal export terminals.
- Gain experience maintaining critical infrastructure including rail, coal storage, and ship loading systems.
- Develop practical skills while working alongside experienced professionals in a supportive team environment.
- Carry out duties that are within the limits of apprentice skills, competence, and ability as required.

About the Host Employer –

Newcastle Coal Infrastructure Group (NCIG) owns and operates one of Australia's leading coal export terminals, located on Kooragang Island and connected to the Port of Newcastle.

Awarded Host Employer of the Year 2026 at the Zeal Futures Awards, NCIG is recognised for its exceptional commitment to mentoring, training, and supporting the next generation of skilled workers.

At NCIG, people are at the heart of everything they do. With state-of-the-art facilities, innovative technology, and a strong focus on safety, inclusiveness, and continuous improvement, NCIG offers a workplace where apprentices can build rewarding careers while contributing to an essential industry.

Our values are more than just words - they shape everything we do. We Care Every day for our people, customers, and community. We're Proud of What We Do, delivering results with integrity, purpose, and a commitment to excellence. We're focused not just on today, but on continuous improvement as we strive to be Great Today, Better Tomorrow. And above all, Together We Are NCIG – we're a team driven by a shared vision and values and a genuine passion for what we do.

What we're looking for –

- A genuine interest in the electrical industry and a desire to build a long-term career.
- Commitment to both on and off-the-job training.
- Positive attitude with a willingness to learn and develop new skills.
- Strong communication and teamwork skills.
- High attention to detail and a proactive approach to problem-solving.
- Understanding of workplace safety and safe manual handling practices.
- Ability to work effectively in a team environment and contribute positively to workplace culture.

Must-haves –

- Current Driver's Licence (P1 Provisional Licence or higher), or the ability to obtain one prior to commencement in January 2027.
- Willingness to undertake a pre-employment medical, including drug and alcohol screening.
- Strong commitment to safety and following workplace procedures.

Why Zeal Futures?

We do more than just get you a job. We employ you and back you the whole way – with training, mentoring, guidance, support and real career opportunities. Real income, real skills.

Perks include:

- Nationally recognised training
- Access to coaching, training & support
- Discounts on Health & Wellbeing services
- Counselling and ongoing mentoring
- Opportunities to rotate across employers for further exposure.

How to apply

- Click "Apply" or visit zealfutures.com.au/vacancies
- Upload your resume and a short cover letter
- We'll be in touch with next steps if you are successful!

What's next?

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

Questions? Contact Kaitlin Milsom on [042222167](tel:042222167).

Applications close 17th of July 2026.

Apprenticeship

Apprentice Electrician 1st or 2nd Year or Roofing Labourer Solar

About Us

LV Renewables are a fast-growing solar and renewable energy company focused on delivering high-quality residential and commercial solar installations across Newcastle and Hunter Valley NSW. Our work is hands-on, fast-paced, and centered around building the next generation of qualified electricians in the clean energy sector.

The Role

We are seeking a motivated 1st - 2nd year electrical apprentice or Solar Roofing Labourer to join our installation team. You will work alongside licensed electricians and experienced solar installers, gaining real-world experience in:

- Residential solar PV installations
- DC and AC electrical work
- Inverter and battery systems
- Site preparation and system mounting
- Testing, fault finding, and commissioning support
- Working safely at heights and on rooftops

About You

We're looking for someone who is:

- Keen to build a long-term career as an electrician
- Physically fit and comfortable working outdoors
- Reliable, punctual, and safety-focused
- Willing to learn quickly and take instruction
- Holds a White Card (or willing to obtain)
- Working at Heights (or willing to obtain)
- Driver's license
- No solar experience required — just the right attitude.

What We Offer

- Full-time apprenticeship with on-the-job training
- Exposure to high-demand solar and battery systems
- Work with experienced licensed electricians
- Opportunity to grow into a fully qualified A-Grade sparky
- Competitive apprentice wages (in line with NSW award/EBA)
- Long-term career pathway in renewable energy

Why Solar?

The solar industry in NSW is expanding rapidly, with strong government support and increasing demand for battery storage and energy independence. This is a chance to get into a trade that's not just stable — but growing fast for the next 10+ years.

How to Apply

Send your resume and a short cover note explaining why you want to enter the electrical/solar industry to: info@lvrenewables.com.au

Apprenticeship

Apprentice Grounds & Garden Maintenance Technician

Location: Newcastle, NSW

Employment Type: Full-time Apprenticeship

Are you someone who enjoys working outdoors, staying active, and learning practical skills? We're looking for a motivated and reliable Apprentice Grounds & Garden Maintenance to join our team based in Newcastle.

This is a great opportunity to build a long-term career while gaining hands-on experience and working towards a nationally recognised qualification.

About Us

Glascott Landscape & Civil is a trusted leader in large-scale landscape and civil construction, with over 38 years of industry experience. We deliver high-quality projects across commercial, infrastructure, and public spaces, contributing to sustainable and visually striking environments. Our strong national client base and project portfolio provide our team with diverse and rewarding opportunities.

About the Role

As an apprentice, you'll work alongside experienced team members maintaining a variety of commercial and council contract sites across the Newcastle region. Every day is different, and you'll travel between multiple locations to help keep gardens and outdoor spaces looking their best.

Your duties will include:

- Lawn mowing and edging
- Whipper snipping
- Hedging and pruning
- Weed control
- Mulching and garden clean-ups
- Planting and basic landscaping tasks
- General grounds maintenance
- Safe use and maintenance of gardening equipment
- Travelling between sites as part of a mobile maintenance team

What We're Looking For

We're looking for someone who:

- Has a positive attitude and strong work ethic
- Enjoys working outdoors in all weather conditions
- Is physically fit and willing to learn
- Is reliable, punctual, and takes pride in their work
- Can work well both independently and as part of a team
- Holds a current driver's licence
- Has a White Card (desirable)

What We Offer

- Full-time apprenticeship with on-the-job training
- Opportunity to complete a nationally recognised qualification
- Supportive and experienced team environment
- Variety of work across multiple sites
- Ongoing mentoring and career development opportunities
- Uniform and equipment provided

If you're ready to start a rewarding career in grounds and garden maintenance and enjoy working outdoors, we'd love to hear from you.

Apply today by submitting your resume along with a brief cover letter telling us why you're interested in joining our team.

Apprenticeship

Apprentice Chef 1st or 2nd Year

Islington Barracks Pty Ltd is seeking an enthusiastic and dedicated Apprentice Chef 1st or 2nd Year to join our culinary team. This is a full-time apprenticeship position based in Islington, NSW 2296. As an Apprentice Chef, you will be working alongside experienced chefs to develop your culinary skills, learn industry best practices, and contribute to delivering high-quality food and dining experiences. This role is an excellent opportunity to build a foundation for a rewarding career in the hospitality and culinary sector whilst gaining hands-on experience in a professional kitchen environment.

Key responsibilities

1. Assisting senior chefs in food preparation, including washing, peeling, and cutting vegetables, meat, and other ingredients
2. Learning and practising fundamental cooking techniques under supervision and guidance
3. Maintaining a clean and organised work station and adhering to strict food hygiene and safety standards
4. Following recipes and plating instructions accurately to ensure consistency in food quality and presentation
5. Assisting with inventory management, stock rotation, and ordering kitchen supplies as required
6. Supporting the kitchen team during service times to ensure smooth and efficient operations
7. Learning about different cuisines, cooking methods, and kitchen equipment through hands-on experience
8. Participating in training sessions and developing knowledge of food safety, health and safety regulations, and workplace procedures
9. Contributing to maintaining a positive and collaborative kitchen environment

What we're looking for

1. A genuine passion for food, cooking, and the hospitality industry
2. Strong attention to detail and commitment to maintaining high standards of food quality and presentation
3. Excellent understanding of food safety and hygiene practices, with a willingness to adhere strictly to all protocols
4. Good physical stamina and ability to work on your feet for extended periods in a fast-paced kitchen environment
5. Strong teamwork and communication skills with the ability to take direction and respond positively to feedback
6. Reliability, punctuality, and a professional attitude towards work
7. Basic numeracy and literacy skills
8. A willingness to learn and develop your culinary skills under the mentorship of experienced chefs
9. Flexibility to work shifts, including early mornings, late evenings, weekends, and public holidays as required

What we offer

Islington Barracks Pty Ltd is committed to supporting the development and wellbeing of our apprentices. We offer a supportive learning environment where you will receive hands-on mentorship from experienced culinary professionals. You will gain valuable industry experience, develop a diverse range of cooking skills, and work with quality ingredients in a professional kitchen setting. We provide opportunities for career progression within the hospitality sector and foster a collaborative team culture where your contributions are valued. Our workplace prioritises a positive atmosphere and encourages ongoing professional development to support your journey towards becoming a skilled chef.

Apprenticeship

Metal Roofers/ Labourers/ Apprentices

Join the Team at Lake Valley Roofing Pty Ltd

Lake Valley Roofing Pty Ltd is a growing roofing and cladding company looking to expand our team.

We are currently seeking motivated and reliable people for the following positions:

- Skilled Roof Plumber / Tradesman
- Roofing Supervisor
- 1st, 2nd & 3rd Year Apprentices

We specialise in high-quality residential, commercial, and architectural roofing and cladding projects, working with a wide range of premium roofing systems across Newcastle, Hunter region, Nelson bay region and surrounding suburbs.

What We're Looking For

Skilled Tradesman

- Qualified Roof Plumber or equivalent experience.
- Ability to install roofing, wall cladding, flashings, gutters and downpipes to a high standard.
- Strong work ethic with attention to detail.
- White Card and current driver's licence (preferred).
- Ability to work independently and as part of a team.

Roofing Supervisor

- Proven experience supervising roofing and cladding projects.
- Strong leadership and communication skills.
- Ability to manage crews, coordinate materials, maintain quality, and ensure projects are delivered safely and on schedule.
- Sound knowledge of Australian Standards and industry best practices.

Apprentices (1st–3rd Year)

- Keen to learn and build a long-term career.
- Reliable, punctual and hardworking.
- Positive attitude with a willingness to work as part of a team.
- White Card required (or willing to obtain) and current driver's licence.

What We Offer

- Company vehicle for the right candidate
- Fuel card for the right candidate
- Competitive wages based on experience.
- Full-time, long-term opportunities.
- Diverse and challenging projects across residential, commercial and architectural sectors.
- Ongoing training and career progression.
- Supportive team environment with experienced tradespeople.
- Opportunity to work on high-quality projects with a company that takes pride in its workmanship.

Apply now by sending your resume and a brief introduction. Applicants of all experience levels are encouraged to apply.

Apprenticeship

Apprentice Auto Electrician - Singleton

GB Auto is a market-leading provider of automotive services, products and technology, servicing the mining, construction, transport and agricultural industries. Check out our website at www.gbauto.com.au.

Kick Start Your Career as an Apprentice Auto Electrician!

Love tech, solving problems and working on all types of machinery?

This is your chance.

We're looking for a motivated Apprentice Auto Electrician who's keen to learn, get hands on, and build a future in a high skill, in demand trade. If you enjoy figuring things out and take pride in doing quality work, this could be the perfect start.

What You'll Be Doing

- Learning all aspects of auto electrical systems, diagnostics, and repairs
- Working hands on with modern vehicles and evolving technology
- Being mentored by experienced tradespeople who want you to succeed
- Building real skills and a long term career, not just a job

What We're Looking For

- **Current driver's licence** (essential)
- A **great problem solver** who enjoys troubleshooting
- **Strong attention to detail** and a practical, logical mindset
- Reliable, punctual, and eager to learn
- Genuine interest in the automotive industry

(No experience required — the right attitude is everything!)

Why Join Our Team

- Paid apprenticeship with structured on the job training
- Hands on learning from day one
- Supportive team and positive workplace culture
- Long term opportunities as you qualify and grow your skills.

Your Apprenticeship starts here

If you're switched on, motivated, and ready to start an exciting trade, **apply now** and tell us why you'd make a great Apprentice Auto Electrician.

Apprenticeship

Apprentice Painter & Decorator

Lindens Painting & Decorating Pty Ltd is looking for a full-time Junior Apprentice Painter & Decorator to join our team in Muswellbrook, NSW. This is a great opportunity for someone who is keen to start a trade, learn from experienced painters and build a long-term career in the painting and decorating industry.

The role is suited to someone who is reliable, well presented, motivated and willing to learn. You will be working alongside qualified tradesmen on a variety of residential and commercial painting projects while completing your Certificate III in Painting and Decorating.

About the role

As an apprentice, you will learn all areas of painting and decorating, including:

Surface preparation

Sanding, filling and patching

Brush and roller work

Spraying preparation

Interior and exterior painting

Working safely on job sites

Keeping work areas clean and organised

You will gain hands-on experience through a mix of on-site training, practical work and trade study requirements.

What we are looking for

Successful completion of Year 10 or equivalent

A genuine interest in learning the painting trade

Reliable and willing to work

Good attention to detail

Good communication skills

Able to work individually and as part of a team

Pride in presentation and workmanship

Current NSW driver's licence preferred but not essential

What we offer

Full-time apprenticeship

Supportive and qualified team

Great work culture

Variety of residential and commercial work

Opportunity to complete a recognised trade qualification

Ongoing training and development

Applicants must have Australian residency or a valid Australian work visa.

To apply

Please send through your resume and a short message about yourself and why you are interested in becoming a painter and decorator.

Apprenticeship

Apprentice - Mechanical

Cummins Technician Apprenticeship – Heavy Commercial Vehicle Mechanical Technology

- Start your career as a Cummins Technician while earning a nationally recognised trade qualification (Certificate III in Heavy Commercial Vehicle Mechanical Technology – AUR31120)

- Outstanding opportunity to become a fully qualified Cummins Technician

- Gain practical experience and earn while you learn with a global leader in engine technology

Bring your enthusiasm and determination to a technician apprenticeship role that will grow your career! Our culture believes in POWERING YOUR POTENTIAL. We provide global opportunities to develop your career, make your community a better place and work with today's most innovative thinkers to solve the world's toughest problems.

We believe in flexibility for you to explore your passions while making an impact through meaningful work within our inclusive workforce. That's what #LifeAtCummins is all about.

Working under the supervision of a qualified Cummins Technician, you will learn everything that comes with the diagnosis and repair of Cummins engines and products.

What's in it for you?

- Earn while you learn, we pay above award rates.
- Mechanical starter toolkit provided upon commencement.
- Obtain a nationally recognized Certificate III trade qualification.
- Complete off-the-job TAFE/Registered Training Organization study.
- Receive structured on-the-job training, under the supervision of our Regional Capability Trainers, as well as the qualified technicians and supervisors in your workshop.
- Gain your experience working on a range of our world class Cummins engine products.
- Improve your technical expertise by completing a range of engine product training with Cummins Technical Trainers as you progress through your apprenticeship.

About you

Cummins are looking for applicants with the following attributes:

- A positive attitude and eagerness to learn.
- A passion for working on our products and in the industry.
- Excellent communication skills and the ability to work well in a team.
- Excellent level of language, literacy, and numeracy skills
- A willingness to work across regional areas and rotate through different departments to gain experience on automotive, industrial, marine, and mining engine products as you progress through your apprenticeship.
- Right to work in Australia
- Preference to have completed year 12 or equivalent.
- A strong focus on safety and wellbeing that will lead to a successful career at Cummins.
- Willingness to embrace diversity and make Cummins a great place to work.

Applications close date: 31st July 2026

At Cummins, we are an equal opportunity employer dedicated to diversity in the workplace. Our policy is to provide equal employment opportunities to all qualified persons without regard to race, gender, colour, disability, national origin, age, religion, union affiliation, sexual orientation, veteran status, citizenship, gender identity and/or expression, or other status protected by law.

Apprenticeship

Apprentice Plumber

Join Our Growing Team as a Apprentice Plumber!

Are you an apprentice plumber looking for a rewarding career with a company that values quality, professionalism, and team culture? If you are ready to take the next step in your career, we want to hear from you!

Who We Are:

We specialize in both major and minor plumbing works, along with new residential projects and ongoing maintenance across the beautiful Hunter region. Our commitment to excellence is matched only by our dedication to fostering a positive team environment.

What We Offer:

- Competitive Pay above award rates
- Health & Wellness Benefits: Enjoy a gym membership at Achieve Strength & Conditioning in Edgeworth plus two visits per month to a Physiotherapist, ensuring you stay fit and healthy.
- Professional Development: Opportunities for ongoing training and growth in your plumbing career.
- Uniform Provided: Look sharp and professional at work with our provided uniforms.
- Superannuation: Paid fortnightly to secure your future.

What We're Looking For:

- An Apprentice plumber .
- Strong work ethic and professionalism.
- Team-oriented mindset and positive attitude.
- Commitment to delivering high-quality work and customer satisfaction.

Why Join Us?

At Northern plumbing Aust we pride ourselves on our outstanding team culture and the quality of our work. You won't just be a number; you'll be part of a team that supports each other both professionally and personally.

If you're ready to take your plumbing career to the next level, apply today! Send your resume and a brief cover letter to adm••@northernplumbingaust.com.au or call us at [04•••••342].

Apprenticeship

APPRENTICE ELECTRICIAN

Apprenticeships at Kings Engineering

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

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

About the role

Kings Engineering has exciting opportunities for our next intake of Apprentices, commencing in December 2026 for our 2027 Apprenticeship Program.

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

As an Apprentice Electrician, you will learn how to:

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

Essential Criteria

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

Working with Kings Engineering

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

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

Investing in our people and our community

At Kings Engineering, part of The Bloomfield Group, we invest in our people and we invest in the community. We offer highly competitive pay rates, discounted gym memberships and a range of other benefits.

Underpinning how we go about our work are our company values: We Care. We Deliver.

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

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

Apprenticeship

Apprentice Motor Mechanic

Belmont Motor Repairs is a family owned, modern automotive workshop, we do general light vehicle repairs and servicing. We are looking for a motivated, energetic and reliable apprentice who is willing and able to work in a team environment. No experience is required.

We work Monday-Friday, leaving our weekends free.

The position will include regular paid overtime.

You will be working with qualified and skilled mechanics

Duties will involve:

- Diagnose and repair of vehicles
- Servicing vehicles
- Safety checks
- Computer diagnostics
- Maintenance of the workshop and garage

The successful candidate will:

- Have a genuine interest in the automotive industry
- Have a high level of attention to detail
- Be physically fit and capable
- Be reliable and hardworking
- Be a confident communicator

To be eligible for an apprenticeship or traineeship you must be an Australian Citizen, Permanent Resident or have full working rights. This will be an excellent opportunity for the right person to join our hard-working team. Please include Resume and Covering Letter.

Landscape Construction Labourer – Apprenticeship Opportunity

Coastal Edge Landscaping & Fencing is looking for a motivated and reliable **Landscape Construction Labourer** to join our growing team. This is a full-time position with the opportunity to progress into a **Landscape Apprenticeship** for the right candidate.

You'll work on a variety of residential landscaping projects across the Newcastle and Hunter region, including:

- Concrete sleeper and sandstone retaining walls
- Fencing and gate installations
- Excavation and site preparation
- Drainage and stormwater works
- Turf preparation and installation
- Paving, edging and general landscaping
- Loading and unloading materials
- Operating hand and power tools
- Maintaining a clean, safe and organised worksite

What we're looking for

- Reliable, punctual and hard-working
- Positive attitude and willingness to learn
- Physically fit and able to work outdoors
- White Card (essential or willing to obtain)
- Driver's licence and reliable transport preferred
- Construction or landscaping experience is an advantage but not essential

What we offer

- Full-time employment
- Competitive pay based on experience
- Overtime available
- Ongoing training and career development
- Opportunity to commence a Landscape Construction Apprenticeship
- Supportive team environment
- Modern equipment and a variety of quality projects

If you're looking for a long-term career in landscaping and want to be part of a growing company that values quality workmanship and team culture, we'd love to hear from you.

Apprenticeship

APPRENTICE BOILERMAKER

Apprenticeships at Kings Engineering

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

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

About the role

Kings Engineering has exciting opportunities for our next intake of Apprentices, commencing in December 2026 for our 2027 Apprenticeship Program.

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

As an Apprentice Boilermaker, you will learn how to:

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

Essential Criteria

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

Working with Kings Engineering

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

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

Investing in our people and our community

At Kings Engineering, part of The Bloomfield Group, we invest in our people and we invest in the community. We offer highly competitive pay rates, discounted gym memberships and a range of other benefits.

Underpinning how we go about our work are our company values: We Care. We Deliver.

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

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

Apprenticeship

APPRENTICE PLANT MECHANIC / FITTER

Apprenticeships at Kings Engineering

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About the role

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

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

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

Essential Criteria

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

Working with Kings Engineering

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

Apprenticeship

CERTIFICATE III PLASTERING 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 local experienced Plastering company servicing the Newcastle & Lake Macquarie areas. They do it all, plastering walls & ceilings, drywall installation & repair, skimming, cornice & moulding installation, rendering & external plastering and patch & crack repair. They're looking for a hardworking Apprentice with a strong work ethic to join their busy team! Learn from the best, a team with 20+ years experience in residential and commercial plastering.

Desired Qualities:

- A strong desire to learn and grow in the field of Plastering.
- Commitment to completing a 4-year Apprenticeship (TAFE studies and onsite skills).
- Find fulfilment in practical and hands-on tasks, considering themselves "hands-on, active" individuals.
- Honest, hardworking, reliable and able to follow instructions.
- Demonstrates strong communication skills with the capability to ask questions when needed.
- Holds a current drivers licence OR has reliable transportation to and from local job sites in the Newcastle and Lake Macquarie areas.
- 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

2027 Engineering Mechanical Apprenticeship

What you'll do -

You will join the Mechanical Maintenance team at Eraring Power Station with Origin Energy to complete a Certificate III in Engineering – Mechanical Trade over four years. Your duties will include:

- Performing preventative and breakdown maintenance on plant equipment.
- Working on turbines, pumps, motors, conveyors, coal feeders, ash handling equipment, pneumatic and hydraulic systems.
- Assisting with maintenance activities on chemical plant systems.
- Completing manual and electronic maintenance records.
- Working in both workshop and site environments across various plant areas.
- Following strict safety procedures and PPE requirements.

What we're looking for -

The ideal apprentice will:

- Have a strong commitment to safety.
- Be reliable and punctual.
- Demonstrate a positive attitude and willingness to learn.
- Show initiative and a strong work ethic.
- Work effectively within a team environment.
- Communicate clearly with supervisors and peers.
- Have basic computer skills.
- Take pride in developing their trade skills across a variety of mechanical equipment.

Must-haves -

- Current drivers licence (provisional or above), or close to obtaining.
- White Card
- Willingness to obtain a National Criminal Check
- Willingness to undergo a full pre-employment medical, including a functional capacity assessment, audiometry, spirometry and drug and alcohol screening

Why Zeal Futures?

We do more than just get you a job. We employ you and back you the whole way – with training, mentoring, guidance, support and real career opportunities. Real income, real skills.

Perks include:

- Nationally recognised training
- Access to coaching, training & support
- Discounts on Health & Wellbeing services
- Counselling and ongoing mentoring
- Opportunities to rotate across employers for further exposure.

How to apply

- Click "Apply" or visit zealfutures.com.au/vacancies
- Upload your resume and a short cover letter
- We'll be in touch with next steps if you are successful!

What's next?

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

Questions? Contact Courtney Ellem on [042222861](tel:042222861)

Apprenticeship

Carpenter/Apprentice

Newcastle / Hunter Region

About the Role

New Style Projects is a locally owned Newcastle construction company that has doubled in size over the past 12 months and is continuing to expand rapidly.

We specialise in high-quality residential outdoor living builds including patios, pergolas, carports and decking, while also delivering modular construction projects across local schools through another branch of our business. We operate primarily throughout the Hunter and Lake Macquarie regions, with occasional travel to areas such as the Central Coast.

We are looking for an experienced and an Apprentice carpenter for our growing residential division. This position is ideal for someone who takes pride in their workmanship, enjoys variety, and is confident working directly with residential clients.

With multiple job sites running at once, no two days are ever the same — you'll be part of a fast-moving, supportive team working on exciting projects across the region.

Qualifications & Experience

To be successful in this role, you will need:

- Current White Card
- Valid Driver's Licence
- Own set of carpentry tools
- Experience in residential outdoor construction (decks, patios, pergolas preferred)
- Strong communication skills and a professional attitude with clients

Tasks & Responsibilities

This is a hands-on role with plenty of variety. Duties may include:

- Building carports, patios and pergolas
- Constructing timber and composite decks
- Assisting with modular building installations
- General carpentry and framing works
- Working alongside cranes and lifting operations
- Concreting, footings and slab prep
- Landscaping and external finishing works
- Fencing and covered walkway construction
- Machinery operation (where experienced)
- Building set-outs (preferred but not essential)
- Supporting other team members across job sites
- Problem-solving and managing on-site issues
- Maintaining clean, safe and organised work areas
- Communicating any project queries clearly with supervisors and clients

Benefits

- Small, easy-going and supportive team culture
- Strong pipeline of work with a rapidly growing company
- Opportunity to step into a key role within our residential division
- Potential vehicle perks depending on the position and responsibilities
- Variety of projects across residential and commercial/modular builds

Apprenticeship

Full-Time Chefs & Apprentice Chefs

About the Role

Sprout Catering & Event Management is one of the Hunter's leading hospitality groups, delivering weddings, events and venue dining across Newcastle and the Hunter Valley.

We are currently hiring

- Catering & Events (Weddings +Events)

We're looking for chefs and apprentices who want variety, great team culture and a role that offers more than the standard kitchen routine.

What You'll Be Doing

Depending on your role, you'll work across:

- Wedding and event service (canapés, banquets, plated)
- Food preparation, service and pack down
- Working across multiple kitchens and locations
- Maintaining high food safety and presentation standards

What We Offer

- No split shifts
- Flexible roster (full-time, part-time)
- Work across events + café + venues
- Supportive team environment
- Opportunity to grow within a well-established business

Roles Available

- Chef (Catering & Events)
- Apprentice Chef

What We're Looking For

- Experience in a commercial kitchen (or willingness to learn for apprentices)
- Ability to work in a fast-paced environment
- Availability for weekend work (events)
- Positive attitude and strong work ethic
- Reliable and team-focused

Why Join Us

This is not your standard chef role.

You'll gain experience across weddings, events and café service — offering real variety and career growth.

Apply Now

Immediate start available.

We're hiring across multiple roles.

Apprenticeship

METAL ROOFER - EXPERIENCED ROOF PLUMBER & APPRENTICE

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

First Year Roofing Apprentice – Start Your Career in Metal Roofing

Horizon Trades Roofing – Maitland, Newcastle, Lake Macquarie

Kickstart your roofing career with a team that values quality, efficiency, and genuine skill development. We're looking for a motivated First Year Apprentice ready to learn the trade the right way — hands²on, supported, and part of a tight²knit local crew.

What You'll Get

- Competitive wages from day one
- Early finish every Friday for a better work-life balance
- Work directly with leadership and experienced roofers
- Structured training across metal roofing, cladding, repairs, and installs
- A supportive team that invests in your growth
- Consistent work across the Hunter, Newcastle, and surrounding areas

What We're Looking For

- Someone ready to start their 1st year apprenticeship
- Positive attitude and willingness to learn
- Reliable, punctual, and able to follow instructions
- Comfortable working at heights
- Driver's licence preferred but not essential
- Enjoys hands²on, outdoor work

About Us

Horizon Trades Roofing is a respected local roofing company known for quality workmanship, clean job sites, and efficient turnaround. You won't get lost in a big crew — you'll be part of a small, supportive team where your development actually matters.

Apprenticeship

2027 Apprentice Program - Based in Newcastle

About our Apprentice Program

At Transgrid, we know that starting your career is a big step. That's why our Apprentice Program is designed to give you the support, training and real-world experience you need to succeed.

As a Transgrid apprentice, you'll learn from experienced tradespeople, work alongside industry experts, and develop practical skills that will stay with you for life. From your first day, you'll be part of a team that values safety, teamwork, inclusion and continuous learning.

Over four years, you'll gain a nationally recognised qualification while working on some of Australia's most significant energy infrastructure projects, helping connect communities, support renewable energy, and keep the lights on for millions of Australians.

Whether you're finishing school, looking for a hands-on career, or ready to learn a trade that offers long-term opportunities, Transgrid can help you build a future you're proud of.

We're looking for motivated individuals who enjoy working as part of a team, solving problems, learning new skills and making a real difference through one of our three apprenticeship pathways

Choose Your Pathway

At Transgrid, we offer three exciting apprenticeship pathways, each providing unique opportunities to build practical skills, gain nationally recognised qualifications, and contribute to Australia's energy future.

As part of your application, you'll be asked to nominate your preferred apprenticeship pathway. Don't worry if you're interested in more than one area - throughout the recruitment process, we'll consider your skills, interests and suitability across all available pathways and may discuss alternative opportunities with you.

Electrical Substation Technician Apprenticeship

Power the network that powers our communities.

As an Electrical Substation Technician Apprentice, you'll work on the critical infrastructure that helps deliver safe and reliable electricity across NSW and the ACT. You'll gain hands-on experience maintaining, testing and commissioning high-voltage electrical equipment within substations while learning from experienced tradespeople and technical specialists.

Throughout your apprenticeship, you'll develop skills in electrical systems, fault finding, maintenance, safety practices and equipment testing while completing a nationally recognised qualification.

This pathway is ideal for people who enjoy technical problem-solving, working with complex equipment and being part of a highly skilled team.

Telecommunications Technician Apprenticeship

Help keep our network connected.

As a Telecommunications Technician Apprentice, you'll work on the communication systems that support the safe and reliable operation of Transgrid's electricity network. You'll gain practical experience building, commissioning and maintaining critical technologies including fibre optic networks, OPGW, microwave systems, radios and operational communication equipment.

Working alongside experienced technicians, you'll develop skills in installation, commissioning, maintenance and fault finding while completing a nationally recognised qualification.

This pathway is ideal for people who enjoy technology, troubleshooting, innovation and working in a constantly evolving technical environment.

Transmission Line Technician Apprenticeship

Build your career outdoors.

As a Transmission Line Technician Apprentice, you'll work on some of Australia's most important energy infrastructure, helping construct, inspect and maintain high-voltage transmission lines and towers that connect communities across the state.

This hands-on apprenticeship combines technical training, outdoor work, travel opportunities and working at heights. You'll develop specialist skills while working alongside experienced crews and completing a nationally recognised qualification.

This pathway is ideal for people who enjoy practical work, teamwork, travelling, working outdoors and taking on new challenges every day.

Apprenticeship

Apprentice Landscape Gardener / Horticulturist (Full-Time Career Opportunity)

About us

Elegant Landscaping & Design is one of Newcastle's leading landscape gardening businesses. Established in 2004, we specialise in high-quality landscape and horticultural maintenance across residential, commercial and strata environments. Our experienced team is passionate about creating and maintaining outdoor spaces that are both functional and visually outstanding. We take pride in our workmanship, attention to detail and long-term client relationships.

The opportunity

We are seeking a motivated Apprentice Landscape Gardener / Horticulturist to join our team.

This is a genuine career opportunity to build a trade in landscaping and horticulture while earning a wage and completing a nationally recognised qualification. More than just an apprenticeship, it's the start of a long-term career in a growing and respected industry, where you will learn real skills on real sites from day one with the support of an experienced team that takes pride in doing things properly.

You will work full-time as part of a small, supportive crew while attending TAFE one day per week.

Throughout your apprenticeship, you will gain hands-on experience across a wide variety of projects and environments, including:

- Waterfront and harbourside landscapes
- Rooftop and high-rise developments
- Strata and commercial properties
- Private residential gardens

Our work is based in Charlestown, Newcastle, with daily travel to various sites across the region.

What you will learn

You will develop practical skills and knowledge across all areas of landscaping and horticulture, including:

- Plant identification and selection
- Garden maintenance and presentation
- Planting, pruning and soil preparation techniques
- Use and maintenance of landscaping tools and machinery
- Irrigation systems and basic installation principles
- Working safely on residential and commercial sites
- Understanding client expectations and site requirements

About you

We are looking for someone who is genuinely interested in building a career in landscaping and is willing to learn from the ground up.

You will have:

- A strong work ethic and positive attitude
- An interest in outdoor work, gardens and landscaping
- Pride in producing quality work
- Reliability and punctuality
- Willingness to follow instructions and learn new skills
- Willingness to build physical fitness
- Basic practical experience (e.g. mowing lawns or general garden work is an advantage)

What we offer

- Full-time employment for the duration of your apprenticeship
- Paid on-the-job training while you learn a trade
- TAFE attendance supported as part of your apprenticeship
- Mentoring from experienced landscapers and horticulturalists
- Exposure to a wide variety of high-quality projects
- A supportive, close-knit team environment
- Genuine opportunities for long-term employment and career progression upon completion

How to apply

If you are ready to build a career in landscaping and horticulture, we would love to hear from you.

Apply now or feel free to call/ email our Managing Director, Dan on [040000490](tel:040000490) or dan@elegantlandscaping.com.au for more information.

Apprenticeship

AIR CONDITIONING REFRIGERATION APPRENTICE :)

How 'bout we cut this bad flare off and get down to the deal? Our small business is located in Greta, NSW. We are biased — but we are pretty sure we are the coolest place to work for, ever. Honestly, the job is not all roses and puppy dogs — there is some good news and there is some bad news. Let's get the bad news out of the way first: • The pay sucks. Meaning, you won't get rich at this job (unless you LOVE overtime). The pay is between \$18-27/hour. You will have some extra spending money for sure, however if you are seeking a job to support a yacht sailing, world travelling, mansion buying lifestyle this no longer the "coolest" air con job ever, it is now the "suckiest" full time air con job ever. • Review point 1.

Now let's talk about the good stuff:

1. Location: Based in Greta, Hunter Valley — about 30 minutes from Newcastle. A daily country drive that doubles as genuine wind-down time each way. Okay, so that part is maybe not the greatest, but there are some (truly) great things...
2. The work: A varied mix of commercial refrigeration, commercial and residential AC — servicing, installation, repairs and maintenance.
3. We aren't big on stress. The culture: Relaxed and communicator-focused — we care about doing the job right, not rushing it. Summer gets busy (and your pay reflects that), but stress isn't our style.
4. We are a small social group that love a good catch up, a meal and a few drinks, we try and get together and do something fun. You don't need to be skilled at roller skating, laser tag or bowling, but you will likely join in on the fun.

Now, let's talk about what we're looking for:

- Someone who gets genuine satisfaction from completing a job correctly and leaving clients impressed
- Comfortable on the road and confident with clients — good communication, tech-savvy with apps and software, and a passion for learning AC and refrigeration
- Eager to learn and not afraid to ask questions — we'd rather you ask twice than guess once
- Detail-oriented and methodical — we'd rather you slow down and get it right than rush and cut corners.
- Quiet and meticulous works perfectly here — we're not after the life of the party, just a good person who gets things done right, shows up on time and takes pride in their work

You will need to demonstrate:

- A genuine interest in the air conditioning and refrigeration trade — no experience necessary, we'll teach you everything
- Currently enrolled in or eligible to commence a Certificate III in Refrigeration and Air Conditioning
- A current full Australian Driver's Licence (or working towards one)
- Australian residency and/or valid Australian work permit
- In short, your job is to support Brendan and the team, soak up as much as you can, and have fun while you're doing it. Our office is casual but we do expect professionalism, punctuality and a get-it-done attitude — the rest we can teach you.

If this is a job that gets you so excited that you would even do it for free, we would totally accept that offer from you. But if you prefer compensation (and we totally get it...we prefer getting paid as well) this is what we offer: This is a full time Air Conditioning and Refrigeration SERVICE TECHNICIAN job.

- The pay is \$17 - \$27.00 an hour and the base hours will be 38 hours a week. You must come into our Greta Office at least three times a week (sorry, but this is not a virtual job).
- Paid TAFE study, uniform, bonuses and allowances.
- Opportunities for advancement and additional training and career progression
- A fun friendly, supportive work environment.

Feel free to send a quick video (optional) in along with your resume. In your vid tell us why you think you're perfect for this job and why you will rock this position. This is purely for us to get a sense of your personality. adm@coalfieldsclimate.com.au And if you decide not to send a video that's ok (who likes the sound of their own voice anyway).

We can't wait to meet you!!!

Apprenticeship

1ST YEAR APPRENTICE ROOFER / 4TH YEAR APPRENTICE / TRADESMAN WANTED

Spark Roofing & Guttering Service

-Newcastle, Lake Macquarie & Maitland

-Full-Time Position, Company car and fuel card for 4th year and tradesman available

Looking to start a trade, continue your apprenticeship, or join a growing company as a qualified roofer?

Spark Roofing & Guttering Service is a fast-growing, family-owned roofing company looking for a motivated Apprentice Roofer, 4th Year Apprentice, or Qualified Tradesman to join our team.

No experience? No worries. If you've got a good attitude and are willing to learn, we'll teach you the rest.

What You'll Be Working On

- New Metal Roofing
- Roof Replacements
- Architectural Cladding
- Gutters, Fascia & Downpipes

You'll gain hands-on experience across a wide range of roofing projects while learning valuable skills from experienced tradesmen.

Why Join Spark Roofing?

- Consistent Full-Time Work
- Learn From Experienced Tradesmen
- Great Crew & Positive Work Environment
- Supportive Team That Has Your Back
- Opportunity to Complete Your Apprenticeship
- Variety of Work — No Boring Repeat Jobs
- Daily Overtime Available
- Real Career Progression for the Right Person
- Company Vehicle & Fuel Card Supplied for Qualified Tradesmen and Suitable 4th Year Apprentices
- Above Award Wages Based on Experience
- We Value Our Team and Recognise Hard Work
- Safety-First Culture — No Shortcuts, We Make Sure Everyone Goes Home Safe

At Spark Roofing, we genuinely value our team. We know our people are our greatest asset, and we're committed to creating a workplace where everyone enjoys coming to work, feels supported, and takes pride in what they do.

What We're Looking For

- Apprentice, 4th Year Apprentice, or Qualified Tradesman
- Strong Work Ethic & Positive Attitude
- Reliable and Punctual
- White Card (or willing to obtain one)
- Driver's Licence & Reliable Transport (Essential for Apprentices)
- Physically Fit and Comfortable Working at Heights

Ready to Apply?

If you're keen to earn good money, work with a solid crew, and build a long-term career, we'd love to hear from you.

Apprenticeship

1st & 2nd Year Apprentice Hairdressers

At Crysalis, we're not looking for someone who already knows everything. We're looking for someone with a strong work ethic, a great attitude and a genuine passion for learning. Someone who shows up consistently, takes pride in their work, supports their team and is excited to build a long-term career in hairdressing. Because skills can be taught. Attitude can't.

About Crysalis

Crysalis is a boutique hair salon located in Newcastle, built around beautiful hair, exceptional client experiences and meaningful career development.

We've created a salon culture that values kindness, professionalism, creativity and continuous growth. Our team supports one another, celebrates wins together and are committed to delivering an elevated experience for every client who walks through our doors.

We believe great salons are built by great people, and we're passionate about helping our team members grow both personally and professionally throughout their careers.

Why Crysalis?

At Crysalis, education isn't something we fit in when we have time.

It's one of the foundations of our business.

Our apprentices are supported through structured education pathways, regular training sessions, dedicated mentoring and clear development goals designed to build confidence, consistency and technical skill at every stage of their apprenticeship.

You'll be supported by experienced stylists, educators and salon leadership who are genuinely invested in helping you succeed.

We're committed to creating an environment where apprentices can learn, grow and develop into confident, successful hairdressers while feeling supported every step of the way.

What You'll Receive

- Full Time Employment
- Four Day Working Week
- No Weekend Work
- Structured in-salon education and training programs
- Dedicated mentoring and support
- Hands-on learning opportunities across all areas of the salon
- Clear development pathways and career progression opportunities
- Ongoing education designed to build confidence and technical excellence
- A positive, professional and supportive team culture
- The opportunity to build a rewarding long-term career within the industry

Who We're Looking For

Whether you're looking to begin your apprenticeship or are currently completing your 2nd Year, we'd love to hear from you if you are:

- Reliable and hardworking
- Positive, motivated and eager to learn
- Professional and well presented
- A strong team player
- Respectful, kind and coachable
- Passionate about hair and client care
- Looking to build a long-term future within the industry

Most importantly, we're looking for someone whose values align with ours and who wants to contribute to a positive, supportive and high-performing team culture.

Apprenticeship

Apprentice Automotive Parts Interpreter

Become an Apprentice Parts Interpreter with Kloster Parts! Join Kloster Parts, one of the largest regional automotive parts distributors in NSW and an integral part of the Tony White Group, one of Australia's leading family-owned automotive dealers. With a workforce of over 2,500 professionals, including 400+ in Newcastle/Hunter, we are dedicated to ensuring customer satisfaction and the ongoing success of our organisation.

About the Role:

Kloster Parts has a great opportunity for an Automotive Parts Interpreter Apprenticeship within its operations. We are in search of a positive-minded individual with a keen eye for detail and a proactive 'can do' attitude.

As a valuable member of our team, you will be mentored and trained by experienced professionals, learning the ins and outs of the trade and fostering a fulfilling career in the Automotive Industry. Reporting to the Parts Manager, you will have the chance to work in a collaborative environment where your growth and development are a priority.

To be considered for this role, you should possess:

- A proactive and enthusiastic 'can do' attitude
- Ability to thrive in a team-oriented setting
- Clear verbal and written communication abilities
- Intermediate-level proficiency in computer skills
- A strong work ethic and a determined commitment to achieving success

Desirable Qualifications:

- Completion of an automotive pre-apprenticeship program
- Completion of HSC

How to Apply:

If you are ready to take on this exciting opportunity, please submit your resume along with a compelling cover letter.

Don't miss out on this opportunity! Apply now and kickstart your career in the dynamic world of automotive parts.

Please note that only shortlisted candidates will be contacted

Apprenticeship

1st, 2nd, 3rd & 4th Year Apprentice Electrician

This is an opportunity to start your Electrical Career with a sought after Apprenticeship with K&M Knight Electrical.

We are a National Company who value the culture of a professional, safe and motivating workplace. K&M Knight Electrical Pty Ltd has a strong track record and are well respected within the industry, ensuring highly successful projects for all customers.

About the Opportunity

As part of the team, you will contribute to the success of the Company by offering exceptional customer services and pride in workmanship.

The new team players will have the following:

- Current drivers licence & own vehicle (Required)
- White Card (Required)
- Completed HSC/Year 12
- Studied Maths, English & Physics/Science in Year 11 & 12
- Work well within a team
- A good communicator
- Work within time limits
- WHS compliant
- Organised
- Reliable
- Flexible and enthusiastic
- Honest
- Experience with domestic / new home electrical - desired but not essential
- Be available to start immediately - desired but not essential

This is an opportunity to secure your future with a Company who value their team.

Please note: You will be required to complete an aptitude test in your interview.

HOW TO APPLY:

It is important that you follow the below application instructions to proceed to the next stage.

Step 1 - Prepare a cover letter that details what interests you about the position, why you want to be an electrician & why you think you should be the successful applicant.

Step 2 - Email your current resume and cover letter to ke•@kmknightelectrical.com.au with any or all of the following:

- High School reports & exam results
- Higher School Certificate/Tertiary equivalent
- Any licences or certificates held
- Copy of your White Card
-
- Anything else you think may assist you in being the successful applicant

Apprenticeship

Apprentice Machinist

Location: Hexham, NSW

Employment Type: Full-Time

About the Opportunity

CNC Unique Pty Ltd is seeking a motivated **Apprentice Machinist** to join our team on a full-time basis at our Hexham facility. This is an excellent opportunity to start a rewarding career in the engineering and manufacturing industry, working with modern machining equipment while learning from experienced industry professionals.

As an Apprentice Machinist, you will gain hands-on experience and develop the practical skills and technical knowledge required to become a qualified tradesperson in precision machining. You will work alongside skilled machinists and receive structured training to build a strong foundation for a successful career.

Key Responsibilities

- Assist with the setup and operation of machining equipment.
- Learn precision machining techniques and manufacturing processes.
- Read and interpret engineering drawings and specifications.
- Follow workplace health and safety procedures.
- Maintain a clean and organised work environment.
- Participate in on-the-job and off-the-job training as part of your apprenticeship.

About You

To be successful in this role, you will:

- Have a genuine interest in engineering, manufacturing, and machining.
- Be reliable, motivated, and eager to learn.
- Demonstrate strong attention to detail and a positive attitude.
- Have good communication and teamwork skills.
- Be either:
 - Currently studying a **Certificate III in Engineering – Mechanical Trade (Machining)** or **Certificate III in Engineering (Metal Machinist) Trade**, or
 - Willing to enrol and undertake the relevant qualification as part of the apprenticeship.

What We Offer

- Full-time employment with structured apprenticeship training.
- Hands-on experience with modern CNC machining equipment.
- Mentoring and support from experienced tradespeople.
- Opportunities for long-term career development and progression within the company.

If you are enthusiastic about building a career in machining and engineering, we encourage you to apply and become part of the CNC Unique team.

Send your resumes to sal••@cncunique.com.au

Traineeship

Certificate III Trainee – Early Childhood Education & Care

Lake Macquarie Educational Preschool – Mount Hutton

Are you bright, bubbly, and ready to start a rewarding career working with children?

We're looking for a motivated and enthusiastic trainee to join our warm, family-owned preschool team. This is the perfect opportunity to **earn while you learn**, gaining hands-on experience while working toward your **Certificate III in Early Childhood Education & Care**.

☐ About Us

We are a **family-owned and operated service** with a strong reputation in our community. Our team of highly skilled, passionate educators creates a supportive, positive environment—not just for children, but for each other.

You'll be surrounded by experienced mentors who are genuinely invested in helping you grow and succeed in your career.

☐ What We Offer

- Paid traineeship – **earn while you learn**
- Wages **18% above award** ☐
- Ongoing mentoring and support from an incredible team
- A positive, inclusive workplace culture
- The opportunity to **continue your studies** after completing your Cert III

☐ About the Role

As a trainee, you will:

- Learn alongside experienced educators
 - Support children's learning through play-based experiences
 - Assist with daily routines and care
- Build meaningful relationships with children, families, and your team
- Work toward completing your Certificate III qualification

☐ About You

We're looking for someone who is:

- Bright, bubbly, and full of positive energy
- Passionate about working with children
- Reliable and eager to learn

A strong team player

- Ready to commit to study and professional growth

No prior qualifications are required—just the right attitude!

☐ Start Your Career With Us

If you're ready to begin a fulfilling career in early childhood education with a team that truly supports you, we'd love to hear from you.

Apply now and take the first step toward a meaningful future.

Email : Dir*****@lmep.com.au before the 18th of May 2026

Attn: Carolyn Roussos

Traineeship

Trainee Admin Assistant

Metalform Industries is a full-service, locally owned CNC Machining and Fabrication business proudly operating since 2002. We deliver precision work for the power generation, heavy industry, rail and major infrastructure sectors across Australia.

About the Role

We are seeking a motivated and enthusiastic Trainee Administration Assistant to join our growing team. If you're organised, eager to learn and looking to build a career in administration, we'd love to hear from you.

As the first point of contact for clients, suppliers and visitors, you will play an important role in supporting our day-to-day operations and helping keep the business running smoothly.

No previous administration experience is required—we're looking for someone with the right attitude who is keen to learn and grow while completing a **Certificate III in Business**.

What you'll be doing

- General administration and office support
- Answering phone and email enquiries
- Liaising with clients, suppliers and internal team members
- Supporting accounts, production and management teams
- Assisting with various business functions and projects

About You

- A positive attitude and strong willingness to learn
- Strong attention to detail and organisational abilities
- Reliable, punctual and eager to develop new skills
- The ability to work effectively within a team environment
- Able to prioritise tasks and manage time effectively in a busy environment
- Previous experience in an administration role is an advantage but not essential

What We Offer

- Full-time, Monday to Friday position
- Paid traineeship while completing a **Certificate III in Business**
- Supportive, friendly and experienced team
- Opportunities to develop valuable skills and grow your career
- Stable employment with a well-established local company

If you're ready to kick-start your career with a supportive team, we'd love to hear from you.

Please note: All applications must be submitted through SEEK.

Traineeship

Trainee Dental Assistant

Kickstart Your Career in Dental with a Paid Traineeship!
Join Pacific Smiles Morisset | Full-Time | Earn While You Learn!

Ready to get hands-on in a clinical role, build in-demand skills, and grow a career with real impact? Join **Australia's largest branded dental network** as a **Dental Assistant Trainee** and step into a bright future in healthcare!

This **paid, 12-month traineeship** is your gateway to a **nationally recognised Certificate III in Dental Assisting**-with full support, training, and a team that truly wants to see you succeed.

Why You'll Love This Opportunity

- **Earn while you learn** - Full-time income during your traineeship
- **Gain a formal qualification** in Dental Assisting
- **Enjoy a flexible 9-day fortnight**, with a mix of weekday shifts and shared rotating weekends - higher weekend hourly rates apply!
- **Ongoing career development** and high chance of ongoing employment
- **Be part of a supportive, fun team** that values your growth
- **Work for a leading brand** with centres all across Australia

Your Role at a Glance

- Assist Dentists with a wide range of procedures - you'll be right in the action
- Keep our clinical space sparkling clean and safe
- Deliver caring service to every patient
- Support reception with bookings, payments, and patient records

Be part of a high-energy team where no two days are the same!

What You'll Bring

- A genuine interest in healthcare and helping others
- Comfort working in a clinical environment (yes, there'll be mouths and fluids!)
- Ability to multitask and follow instructions
- A friendly attitude and strong communication skills
- Full-time availability for the 12-month traineeship
- Bonus points for previous retail, reception, or hospitality experience!

Perks & Benefits

- Certificate III in Dental Assisting (fully funded!)
- Stability, above-award pay + penalty rates
- 4 weeks annual leave + 2 additional wellbeing days
- Corporate gym membership discounts
- Fresh fruit delivered weekly to every centre
- Discounts on dental products
- A supportive, values-driven culture with mentorship and recognition

Traineeship

Aged Care Support Traineeship

Here at Apprenticeship Careers Australia (ACA) we currently have an exciting opportunity for applicants looking to start their career through a **Certificate III Individual Support** over 12 months, located in **Mayfield** & hosted by **Froniditha Care**.

Froniditha Care is a leading not-for-profit aged care provider delivering high-quality residential and community support services. They specialise in culturally sensitive care for older Australians, particularly those from Greek backgrounds, offering services such as residential aged care, home care packages, domestic assistance, social support programs, and respite care. Their mission is to promote independence, wellbeing, and dignity through personalised, culturally informed care.

Our Traineeship Program offers a unique blend of on-the-job training, mentorship, and classroom learning. As a trainee, you will work alongside experienced professionals, gaining practical experience and developing valuable industry skills.

Duties:

- Understand and follow care plans, complete documentation accurately, and maintain strict confidentiality in an Aged Care Setting
- Assist with medication as prescribed and guided by medical professionals for the elderly
- Provide manual handling assistance, including safe transfers and mobility support
- Provide personal elderly care support, including assistance with showering, hygiene needs, toileting, grooming, and pressure area care.

Skills and responsibilities:

- Willing to attain a **Police Check**
- Willing and **available for shift work**, including mornings, evenings, weekends, and public holidays as needed.
- Ability to work in a team environment
- Ability to follow & adhere to policies and procedures
- Strong interpersonal and communication skills.
- Passionate for field & result driven

Apply now!

Advertisement expires on 23rd July 2026

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

Traineeship

Trainee Property Manager

Start Your Career in Real Estate with James Henry Real Estate

James Henry Real Estate is looking for a motivated and enthusiastic Trainee Property Manager to join our growing team.

If you're looking to build a long-term career in real estate and enjoy working with people, this is an excellent opportunity to receive hands-on training while developing the skills and knowledge required to become a successful Property Manager.

About the Role

Working alongside our experienced Property Management team, you will receive ongoing training and support while assisting with the day-to-day management of our residential portfolio.

Your responsibilities will include:

- Assisting with the management of a residential property portfolio.
- Conducting routine, ingoing and outgoing inspections.
- Coordinating maintenance and repairs.
- Liaising with landlords, tenants and contractors.
- Providing exceptional customer service.
- Learning and applying current property management legislation and compliance requirements.
- Assisting with administrative duties and maintaining accurate records.

About You

To be successful in this role, you will have:

- A positive attitude and a genuine willingness to learn.
- Excellent communication and customer service skills.
- Strong organisational skills and attention to detail.
- The ability to multitask and work in a fast-paced environment.
- Confidence using computers and learning new software (experience with PropertyMe is an advantage but not essential).
- A professional presentation and strong work ethic.
- A current driver's licence and reliable vehicle.

No previous property management experience is necessary—we're looking for the right attitude, commitment, and willingness to learn.

Why Join James Henry Real Estate?

- Comprehensive on-the-job training and mentoring.
- Supportive, friendly and experienced team environment.
- Genuine career progression opportunities.
- Work with a respected and growing local agency.
- Ongoing professional development.

If you're ready to begin an exciting career in property management, we'd love to hear from you. Apply now by submitting your resume and a cover letter outlining why you'd be a great fit for our team.

Traineeship

Customer Concierge Operator Traineeship

What you'll be doing...

You will complete a Certificate III Business - Customer Engagement qualification over 12 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with Zeal Futures and Service NSW.

Throughout your formal training and practical experience in a call centre environment, you will have the opportunity to:

- Provide advice, assistance and quality service to customers over the phone in relation to licencing, registration, heavy vehicles, NSW TrainLink, National Parks & Wildlife, E-toll, Disaster Assistance Line, Savings Finder and Energy, Crown Lands, Tenancy and Bonds, Strata, Home Building, SafeWork, Business Licencing, Liquor and Gaming, plus more.
- Research, analyse and resolve enquiries from a variety of channels, or transfer to the appropriate channel/s for effective resolution.
- Carry out administrative activities, such as creating and updating online records and databases
- Refer customers to the appropriate channels of service by understanding a variety of policies and procedures

Please note, these traineeship opportunities are due to commence on 7th of August 2026 and 19th of August 2026 and do require you to work from the office fulltime in Newcastle NSW.

What you'll bring to the table...

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

- Ability to provide high quality customer service in a fast-paced call centre environment
- Excellent verbal and written communication and interpersonal skills
- Commitment to full term of the traineeship and study requirements
- Intermediate experience using technology (computers/telephones/software packages)
- Strong time management with ability to stay focused and remain adaptable
- Confidence to handle challenging situations and resolve enquires in a calm and focused manner
- Be willing and able to work a variety of shifts, with rosters ranging from 6am to 10pm.
- Successfully pass a National Police Check
- Be committed to your formal and 'on the job' training, including mandatory workplace training.
- Have a can-do attitude and be an enthusiastic learner

Why Zeal Futures?

We do more than just get you a job. We employ you and back you the whole way – with training, mentoring, guidance, support and real career opportunities. Real income, real skills.

Perks include:

- Nationally recognised training
- Access to coaching, training & support
- Discounts on Health & Wellbeing services
- Counselling and ongoing mentoring
- Opportunities to rotate across employers for further exposure.

About Service NSW

Service NSW is an award-winning NSW government initiative delivering improved one-stop services for government customers. Service NSW has been shaped by our customers - who want easier and more online access to government services and a single point of contact.

Service NSW delivers more than 800 transactions - including driver licences, birth certificates, Seniors Cards and Fair Trading licences through one digital service, one phone number and a network of one-stop shops.

How to apply

- Click "Apply" or visit zealfutures.com.au/vacancies
- Upload your resume and a short cover letter
- We'll be in touch with next steps if you are successful!

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 Admin Assistant

Metalform Industries is a full-service, locally owned CNC Machining and Fabrication business proudly operating since 2002. We deliver precision work for the power generation, heavy industry, rail and major infrastructure sectors across Australia.

About the Role

We are seeking a motivated and enthusiastic Trainee Administration Assistant to join our growing team. If you're organised, eager to learn and looking to build a career in administration, we'd love to hear from you.

As the first point of contact for clients, suppliers and visitors, you will play an important role in supporting our day-to-day operations and helping keep the business running smoothly.

No previous administration experience is required—we're looking for someone with the right attitude who is keen to learn and grow while completing a Certificate III in Business.

What you'll be doing

- General administration and office support
- Answering phone and email enquiries
- Liaising with clients, suppliers and internal team members
- Supporting accounts, production and management teams
- Assisting with various business functions and projects

About You

- A positive attitude and strong willingness to learn
- Strong attention to detail and organisational abilities
- Reliable, punctual and eager to develop new skills
- The ability to work effectively within a team environment
- Able to prioritise tasks and manage time effectively in a busy environment
- Previous experience in an administration role is an advantage but not essential

What We Offer

- Full-time, Monday to Friday position
- Paid traineeship while completing a Certificate III in Business
- Supportive, friendly and experienced team
- Opportunities to develop valuable skills and grow your career
- Stable employment with a well-established local company

If you're ready to kick-start your career with a supportive team, we'd love to hear from you.

Please note: All applications must be submitted through SEEK.

Traineeship

CRIB RELIEF DUMP TRUCK TRAINEESHIP

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

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

Benefits:

- Excellent flat pay rates starting at \$40 per hour
- Superannuation paid on all rostered hours
- Work with a great team that is committed to your safety and is a market leader

About your new role:

- 24-Month permanent role
- This competency-based traineeship leads to a nationally recognised qualification, Certificate III - Surface Extraction Operation
- Following a lifestyle roster that includes days, nights and weekends

About you:

- Safe and productive work ethic
- Be able to work a rotating roster including day, nights and weekends
- Be committed to the roster and completion of the traineeship
- Hold a current car or P2 drivers licence or higher - MUST be able to confidently 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 Muswellbrook, this is NOT FIFO
- Be able to attend required interviews/assessment centres in the Singleton office
- Able to undergo and pass a full Order 45 Coal Board medical 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

Administration Trainee

Gain a nationally recognised Certificate III in Business Administration while you earn.

Wage paid in accordance with the National Training Wage Schedule (Business Services), based on your age and prior school completion, discussed at interview and confirmed in your offer

- Maitland CBD location, accessible by public transport
- Full time hours, Monday to Friday
- Genuine pathway to build a long-term career with a growing, respected local business
- Start Your Admin Career, and Build a Future With Us

Are you ready to build a career in administration while earning and learning? This traineeship is a genuine launching pad, and for the right person, it can grow into much more.

AcroCert is a respected, family-owned building approval and inspection service based in the heart of Maitland. We're known for our commitment to quality and customer service, and we offer a dynamic, fast-paced environment where no two days are the same.

Over 12 months you'll gain hands-on experience, develop real workplace skills, and complete your Certificate III in Business Administration, all while working alongside a supportive, professional team. We're proud to invest in trainees, with real opportunities to grow your role over time.

What You'll Be Doing

- Managing front desk and reception duties
- Answering and directing phone calls, taking messages
- Handling incoming and outgoing mail
- Scanning, photocopying, emailing and distributing documents
- Keeping records and internal communications up to date
- Maintaining paper and digital filing systems
- General office housekeeping and support tasks

What We're Looking For:

You'll be someone who is:

- Self-motivated and reliable, with great time management
- Detail-oriented and process-driven
- Friendly, flexible, and a great communicator
- Passionate about providing excellent customer service
- Ready to roll up your sleeves and learn in a busy, deadline-driven workplace
- Excited by the idea of growing your skills and your role over time

You'll Ideally Bring:

- Some experience in a customer-facing environment
- Strong Microsoft Office and computer skills
- An eagerness to learn, take initiative, and work as part of a team

What's On Offer:

- Wage set under the National Training Wage Schedule (Business Services stream), a rate that increases as you progress
- On-the-job training and professional mentorship
- A nationally recognised qualification, fully funded
- Real potential to grow your role with AcroCert beyond the traineeship

Ready to Apply?

Submit your resume and a cover letter telling us about yourself and why this opportunity excites you.

Traineeship

Certificate III Trainee - Greta

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) - Greta Centre

We're thrilled to announce an opening for two passionate and eager-to-learn trainees to join our team at our Greta 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 - One position is 5 days 38 hours per week and the other is 4 days per week 30 hours with the potential to increase to 5 days
- Competitive Pay - Enjoy wages at CSE Level 1.1 (\$26.19/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.

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

Certificate 111 Trainee - part time or full time

About the role

Join the growing team at The Little Unicorn Early Education & Preschool Centres' as a Certificate III Trainee, working part-time or full-time in our centres located across Newcastle, Maitland & Hunter NSW. This is an excellent opportunity to kick-start your career in the rewarding field of early childhood education and care.

What you'll be doing

1. Providing high-quality care and educational experiences for children aged 0-5 years
2. Supporting the implementation of the Early Years Learning Framework and National Quality Standard
3. Assisting with the planning and delivery of age-appropriate activities and play-based learning
4. Developing positive relationships with children, families and the wider community
5. Ensuring a safe, nurturing and inclusive environment for all children
6. Completing training and assessments to obtain your Certificate III in Early Childhood Education and Care

What we're looking for

1. A genuine passion for working with young children and helping them to learn and grow
2. Strong communication and interpersonal skills
3. The ability to work collaboratively as part of a dedicated team
4. Enthusiasm, creativity and a positive attitude
5. A willingness to learn and undertake the required training
6. A current Working with Children Check (or ability to obtain one)
7. Must be an Australian citizen or permanent resident

What we offer

At The Little Unicorn, we are committed to providing a supportive and nurturing environment for our employees. As a Certificate III Trainee, you will have the opportunity to:

1. Receive on-the-job training and guidance to help you excel in your role
2. Access to professional development and career advancement opportunities
3. Enjoy flexible work arrangements to balance your work and personal life
4. Be part of a friendly, inclusive and collaborative team
5. Receive a competitive salary and attractive employee benefits

About us

The Little Unicorn Early Education & Preschool Centres' is a leading provider of high-quality early childhood education and care in the Newcastle, Maitland and Hunter regions. With a strong focus on play-based learning and the wellbeing of children, we strive to create an environment that fosters the growth, development and curiosity of every child in our care.

Apply now and take the first step towards a rewarding career in the early childhood education industry! We currently have one traineeship available at both of our locations, please include in your cover letter, which location you would like to be considered for; you are also able to specify both locations.

Traineeship

TRAINEESHIP - Cert III in Early Childhood Education and Care.

Warners Bay Early Learning and Care Centre Inc. is a not for profit Early learning service managed by a volunteer Management Committee. Our centre is licensed for 53 children per day aged 0-6 years. We are currently looking for a highly motivated person to join our team and complete a traineeship in Early Childhood Education and Care.

Our Centre has been established in the Warners Bay community for over 35 years. We believe that it takes a village to raise a child. Through this partnership, we share a vision for supporting children to fulfill their potential and achieve best outcomes through a nurturing and stimulating learning environment.

About the role:

Full time traineeship (5 days per week) working an 8 hour shift anywhere between 7:00am- 6:00pm- must be able to work within these hours.

As a trainee, your role will involve the study and practice of knowledge taught and learnt throughout your work. You will be guided by staff to meet best practice and high quality standards.

Your position will require you to move between the different learning environments, our 0-2 room and 2-5 Preschool room.

Commencement Date:

The role is available now.

Position: Traineeship 18 Month contract

What we offer:

- Our curriculum is underpinned by our connection to the natural world and children are provided with the opportunity to explore outdoors during all seasons to observe, explore and learn from the world around them.
- Above award conditions, including additional sick leave entitlements, large training budget, career progression, 1 hour lunch break, a Picnic Day and additional time for documenting and planning.
- Supportive team with mentoring from Educational leaders.

If you are passionate about working in early childhood education now is the perfect time to take up the opportunity to embark on this career path.

Essential criteria:

- **Minimum 18 years old**
- Able to work 5 days a week for an 8 hour shift between the hours of 7:00am and 6:00pm.
- A true passion for working with children
- The desire to work in the Early Childhood profession
- Be able to work in partnerships with families, children and educators
- Team work skills
- Effective communication skills
- Highly motivated / Demonstrated initiative
- Computer Skills
- Excellent written and verbal English communication skills
- An understanding of commitment to study and work at the same time
- Be a flexible worker- the role will include working with children 6 weeks- 5 years

Your application must include:

1. Cover letter addressing the essential criteria
2. Resume with two references

You will **not** be considered if you do not submit a cover letter and resume.

If successful, applicants will require a working with children check.

Please send your application to: dir.....@wbaychildcare.com.au or direct on seek. Please contact Bianca Guillaume or Debra Denz- Centre Directors on (02)300 for further information.

Email: dir.....@wbaychildcare.com.au

Traineeship

Childcare Educator Traineeship

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

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

Benefits for you:

Rotating rosters to support a great work/life balance

- Up to 50% staff childcare discounts for your own children
- A well-being day (on top of your annual leave)
- \$1,000 staff referral bonus for every successful referral
- Continuous career development opportunities and Future Leaders Program
- Study allowances to upskill your qualification including ECT degrees (T&Cs apply)
- Mentoring from our values-driven Leadership Team and full support from a well-established

Support Office

- Employee Assistance Program
- 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

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

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.

Little Zak's 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

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 our Recruitment Team on (02) 9390 390 for more information.

Traineeship

Trainees to complete Cert III in Early Childhood Education

Become part of the Little Beginnings Medowie family.

Little Beginnings Medowie has modern, natural environments and a team of dedicated educators. The founders have over 30 years of experience in the early childhood sector and provide safe, engaging spaces for children to learn, play & grow. By choosing Little Beginnings Medowie, you are joining a team of early childhood professionals who, like you, are passionate and committed to the care, learning, development and education of children through their early years.

We are looking for trustworthy and dedicated employees to undertake a Certificate III in Early Childhood Education. This position is full time (38 hours) Mondays to Fridays.

What's in it for you?

- **Hourly rate includes 15% ECEC worker retention payment**
- Bonus Opportunities - performance and referral
- 50% discount on childcare gap fees
- Employee Benefits Program - PEACH
- Professional Development Opportunities including ECA Hub
- Career advancement opportunities – from in-centre to capacity and capability leadership opportunities
- High-quality, well-resourced environments for children and Educators

What you can be a part of...

- Joining a team of passionate educators who supervise and support the development and delivery of learning programs that cater to children's interests and developmental needs;
- Contributing to the planning, implementation, and evaluation of educational programs;
- Creating and maintaining strong relationships with children, families, and colleagues;
- Preparing play and learning materials to set up stimulating children's environments - with guidance from Lead Educators if required;
- Helping children with daily routines such as toileting, dressing, eating and sleeping;
- Interacting and supervising children's play environments, both inside and outside;

We are committed to creating and maintaining an environment that promotes the safeguarding of all children. This includes acting ethically towards children and encouraging a culture where the prevention and reporting of inappropriate behaviour and abuse is supported and encouraged. All staff and visitors are responsible for promoting the safety, wellbeing and empowerment of children. Check out our facebook page or website - search for Little Beginnings Medowie.

Traineeship

TRAINEE STORE PERSON

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

We are seeking an enthusiastic team player who is well organised and shows attention to detail to take on this full-time role currently available within the CNW Cardiff team.

Duties and Requirements of the role:

- Picking & Packing of store orders
- Manage the loading & unloading of all incoming and outgoing goods
- Quality assurance and accuracy of receipting and dispatching goods
- Regular cyclical stock takes
- Work with the sales team to achieve daily branch requirements
- Opportunity to participate in a Certificate III or Traineeship of a relevant qualification
- Deliveries as required to customers

Our Ideal Candidate would possess:

- Recent school leaver or junior candidate looking to start a career.
- Ability to follow instructions and procedures
- A current Australian manual driver's licence is preferred but not essential
- No medical limitations in regard to physical lifting and handling heavy materials within Workplace Safety Limitations.
- Able to use logic to problem solve
- Able to show initiative and work unsupervised
- Excellent customer service skills
- Basic computer literacy required
- Available to work extra hours during busy periods

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

Traineeship

Kickstart Your Career – Trainee Administration Officer

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 growth and opportunity.

The Opportunity

We are seeking a **Trainee Administration Officer** to join our **Hunter Valley (Rutherford)** Industrial and Liquid Services team.

This is a fantastic entry-level opportunity for someone looking to start their career in administration. We will support you in completing a **Certificate III in Business Administration** while you gain hands-on experience in a fast-paced operational environment.

Working closely with operations and management, you will support daily administrative functions and build valuable skills across the business.

Key Responsibilities

- Maintaining electronic customer and service databases
- Receiving service requests and creating job bookings
- Processing daily paperwork and assisting with invoicing
- Generating basic reports (utilisation and revenue)
- Filing and maintaining documentation
- Providing general administrative support to the team
- Assisting with onboarding and inductions when required

What You Will Bring

- A positive attitude and willingness to learn
- Strong communication and interpersonal skills
- Good organisational skills and attention to detail
- Ability to manage time effectively and prioritise tasks
- Basic computer skills (Microsoft Office – Word, Excel, Outlook)
- Interest in building a career in administration

No prior experience required – full training will be provided.

Why Join Us?

- Full support to complete a **Certificate III in Business Administration**
- Hands-on training and career development opportunities
- Supportive, approachable, and team-focused environment
- Stable, growing business with long-term opportunities
- Long Service Leave after 5 years
- Fitness Passport (discounted gym access)
- Wellbeing platform for you and your family
- Private health insurance discounts
- Safe, inclusive workplace that genuinely cares

Apply Now

Start your career with a company that invests in your development and supports your growth. Apply now to join the JR Richards & Sons team.

Traineeship

Trainee Pest Control Technician

About the role

Andersen Pest Services is seeking a motivated and reliable Trainee Pest Technician to join our growing team servicing Lake Macquarie, Newcastle, and surrounding areas.

No experience is necessary — we provide full training.

This is a great opportunity for someone wanting to build a long-term career in a stable and growing industry while working with a supportive, family-owned business that genuinely values its team.

At Andersen Pest Services, we pride ourselves on professionalism, customer service, and creating a positive workplace culture where people are supported to grow and succeed.

What You'll Be Doing

Working alongside experienced technicians, you will receive hands-on training in:

- Residential and commercial pest treatments
- Identifying pests and recommending treatment solutions
- Safe use and application of pest control products
- Termite inspections and preventative treatments
- Customer service and client communication
- Industry safety procedures and compliance
- Maintaining accurate service records and reports

As your skills develop, you'll gradually take on more responsibility and work toward becoming a fully licensed Pest Technician.

What We're Looking For

We're looking for someone with:

- A positive attitude and willingness to learn
- Strong communication and customer service skills
- Reliability and good work ethic
- Attention to detail and pride in their work
- Ability to work independently and as part of a team
- A practical, hands-on mindset
- Commitment to workplace safety

Essential Requirements

- Current Provisional driver's licence
- Minimum requirement of a Provisional P1 driver's licence
- Current Working With Children Check (WWCC) or willingness to obtain one
- National Police Check or willingness to obtain
- Australian citizenship required for this position

Why Join Andersen Pest Services?

- Full training and ongoing mentorship provided
- Competitive starting salary
- Genuine career progression opportunities
- Company vehicle and equipment provided as you progress
- Supportive and family-oriented team environment
- Stable full-time role with a respected local business
- Diverse and interesting work — no two days are the same

Traineeship

Aged Care Support Worker Trainees (Cooranbong)

Aged Care Trainees - Permanent Full Time Roles!

A New Career Awaits!

Embark on a rewarding journey with Skilled Care as an Aged Care Support Trainee! Earn and learn simultaneously while making a positive impact on the lives of the elderly. As a leading company in the industry, Skilled Care offers a unique opportunity to obtain a Certificate III in Individual Support at no cost to you!

If you are not experienced don't worry, Skilled Care can help put you through a traineeship in Certificate III in Individual Support while you are working and earning.

About Skilled Care:

Skilled Care is a dedicated provider of aged care, disability care and childcare services, committed to the well-being of our clients. Join a passionate team that values expertise, compassion, and continuous learning.

Why choose our Traineeship Program

- *Earn a Certificate III in Individual Support while gaining hands-on experience
- *Comprehensive training – develop valuable skills in disability care, supported by experienced mentors
- *Fulfilling work – make a meaningful difference in the lives of those you care for
- *A permanent position with a reputable Aged Care Provider

Requirements

- *Possession of a valid driver's license
- *Police clearance or willing to obtain
- *NDISWC or willing to obtain
- *Australian permanent residency
- *Previous experience working with people, demonstrating a genuine willingness to care
- *Enjoy customer service and have a knack for following instructions and procedures

Why Skilled Care?

Skilled Care is a trusted name in aged care, disability, and childcare services across NSW. We're passionate about helping people grow while delivering high-quality care to the community. Join a workplace that's supportive, professional, and purpose-driven. If you're ready to make a difference, **Apply Now!!** Or if you have any questions, you can email rec.....@skilledcare.edu.au

Traineeship

Sales Trainee

At **Eagers Automotive** we are more than just automotive retailing; we are a multi-faceted cohort of **great people doing great things**.

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 auto industry experience is a plus but not essential. We are more focussed 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 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 our vehicles.

It's a high-pressure environment, so you'll have to come up to speed quickly. You will be expected to meet the KPI's and sales targets we set for you. 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 car sales, apply now.

Why we'd be great together:

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

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

That's why when you join us, you'll be treated with courtesy and respect, but you'll also be challenged to use your skills, knowledge, experience, and initiative to drive our business ahead. Of course, we'll do all we can to help you get ahead too. We'll make your role as interesting and rewarding as possible with a range of benefits, professional training, and development opportunities. Positions are awarded on merit, so this is the perfect place to grow your career in the auto industry.

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

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

Traineeship

Marketing Trainee

Got a creative mind, a passion for content, and a knack for spotting the next big trend? This could be the opportunity you've been looking for.

Novaskill is seeking a motivated Marketing Trainee to join our team and kick-start an exciting career in marketing. You'll gain hands-on experience while completing a nationally recognised qualification, learning from experienced professionals who will help you develop real-world skills from day one.

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 families.

What you'll be doing:

- Creating engaging content for social media platforms
- Assisting with marketing campaigns and promotions
- Helping develop digital and print marketing materials
- Supporting events, community engagement, and brand activities
- Learning about marketing strategy, analytics, and customer engagement

What we're looking for:

- A creative thinker with fresh ideas
- Strong communication and writing skills
- Confidence using social media platforms
- A positive attitude and willingness to learn
- Someone who enjoys working in a collaborative team environment

Why you'll love it:

- Earn while you learn
- Gain a nationally recognised qualification
- Receive mentoring and support throughout your traineeship
- Build valuable industry experience
- Be part of a team that makes a real difference in people's lives

No marketing experience? No problem. We're looking for potential, enthusiasm, and a genuine interest in building a career in marketing.

If you're ready to stop scrolling and start creating, apply today and take the first step towards an exciting future in marketing.

What we offer

At Novaskill, we are dedicated to supporting our employees and creating a positive, collaborative work environment. We value a healthy work/life balance and offer a 9-day fortnight, giving you extra time for relaxation and personal interests. During the festive season, you'll enjoy 3 additional paid leave days between Christmas and New Year. Our senior leaders provide valuable mentorship to help elevate your career, while ongoing professional development opportunities are tailored to your growth. Plus, with paid volunteer leave, you can give back to the causes that matter most to you.

Apply Here!

If you have any questions, please don't hesitate to reach out to our friendly HR Team at hr@novaskill.com.au.

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.

Child safety is our highest priority, guiding every policy, procedure, and training initiative at Kinda Kapers. Our commitment is transparent, proactive, and continuously reviewed to ensure the absolute highest standards for children.

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 gin*****@kindakapers.com.au

Traineeship

Supply Chain Operations Traineeship

Kickstart Your Career with Novaskill – Supply Chain Operations Traineeship

Novaskill is excited to partner with industry-leading businesses to offer a **Supply Chain Operations Traineeship**. This is your chance to gain hands-on experience, earn a nationally recognised qualification, and launch a rewarding career in logistics, warehousing, and supply chain management.

Are you organised, proactive, and ready to dive into the fast-paced world of supply chain operations?

Do you want to build a strong foundation for a career in logistics coordination, warehouse operations, or procurement?

This traineeship is your pathway to success in a critical industry!

Why This Traineeship is Your Launchpad

- 📌 **Earn While You Learn:** Gain paid, on-the-job experience in a professional supply chain environment.
- 📌 **Learn from Experts:** Work alongside experienced professionals who will mentor you in real-world supply chain operations.
- 📌 **Nationally Recognised Qualification:** Complete your **Certificate III in Supply Chain Operations**—a valuable credential for career growth.
- 📌 **Industry Connections:** Build a network of professionals and open doors to future opportunities.
- 📌 **Career Growth:** Open doors to roles in logistics, warehousing, inventory management, and more.

What You Will Learn

- Support day-to-day **supply chain and logistics operations**.
- Manage **inventory, stock control, and order processing**.
- Use industry-standard software and tools for **logistics tracking and management**.
- Communicate professionally with **suppliers, colleagues, and customers**.
- Develop **organisational, time management, and problem-solving skills** tailored to supply chain operations.
- Assist with **scheduling, dispatch coordination, and warehouse operations**.

What You'll Gain

- A **nationally recognised Certificate III in Supply Chain Operations**.
- **Hands-on experience** in warehouse management, logistics coordination, or procurement.
- **Confidence** in handling supply chain processes and administrative duties.
- **Exposure to workplace policies, safety standards, and industry best practices**.
- **Clear pathways** for career progression in supply chain, logistics, or operations management.

What We're Looking For

- **Organised, reliable, and motivated to learn**—ready to take initiative in a fast-paced environment.
- **Strong communication and teamwork skills**—able to collaborate effectively with teams and stakeholders.
- **Basic computer skills**—willingness to learn logistics software and systems.
- **Ability to work independently and as part of a team**—adaptable and solution-focused.
- **Positive attitude and professional approach**—committed to contributing to a productive workplace.

Who You Are

- **Detail-oriented** with a focus on accuracy and efficiency.
- **Eager to build your skills** in supply chain and logistics.
- **Able to balance study and work commitments** with enthusiasm.
- **Committed to workplace safety and teamwork**.

Requirements

- **National Police Check** (or willingness to obtain one).
- **Reliable transport** preferred, as some roles may require travel to warehouses or logistics hubs.

Traineeship

Trainee Operator

- AM Shift
- Friendly environment / Training provided
- Muswellbrook, NSW

At Cleanaway, we're committed to making a sustainable future possible. We believe our people are our greatest strength, and we're proud to foster a workplace where everyone feels valued, respected, and Included.

We are currently seeking motivated and safety-focused individuals to join our team as Industrial Vacuum Operators.

About the Role:

As an Industrial Vacuum Operator, you'll play a vital role in delivering essential environmental and industrial services across site locations. This is a hands-on role where safety, teamwork, and reliability are key. You'll be working across operational sites supporting vacuuming, cleaning, and environmental services using specialised equipment in a supportive team environment.

What You'll Be Doing

- Operating vacuum trucks and travelling to job sites (short travel distances)
- Completing safety documentation before work, including:
- Take 5
- SLAMS
- JSEA
- Isolation permits and lock out/tag out procedures
- Setting up and managing vacuum hoses across multi-level structures
- Working in confined spaces and at heights safely and effectively
- Performing industrial cleaning tasks, including vacuuming coal ash and dust cells
- Supporting additional services such as:
- Hydro excavation (non-destructive digging)
- Environmental spill response and clean-up
- Maintaining equipment, cleaning trucks, and ensuring high housekeeping standards

What You'll Bring

- A strong commitment to safety and teamwork
- Ability to work in physically demanding environments
- Reliability and a positive, can-do attitude
- Willingness to work flexible hours, including overtime or weekends when required

Required Qualifications:

- Confined Space Entry certification
- Working at Heights certification
- HR Truck Licence

Don't meet all the above?

Training can be provided for the right candidate, so we still encourage you to apply if you're motivated and eager to learn.

What We Offer:

- Stable, hours (Monday–Friday with overtime opportunities)
- Ongoing training and development
- A strong safety-first culture
- Opportunities for career progression within Cleanaway
- A supportive and inclusive team environment

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 administrative 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

Join Our Team as a Childcare Trainee at The Grove Academy Edgeworth

About The Grove Academy

At The Grove Academy, we're all about creating inspiring, nurturing environments for children and educators. With campuses across New South Wales, we're known for our innovative approach to early childhood education and a culture that genuinely supports our people. People love working with us because of our strong values, collaborative team environment, and commitment to making every day meaningful.

The safety and wellbeing of children is our highest priority and the paramount consideration in all decision-making. We are committed to creating child-safe environments where children feel secure, respected, and supported. All team members are expected to uphold our child-safe practices and contribute to a culture of care, accountability, and protection. We are committed to being a Child Safe Organisation, embedding child-safe practices across everything we do and maintaining zero tolerance for child abuse or harm.

Life at The Grove (Our Values & Perks)

At The Grove Academy, our values shape everything we do — and we're looking for people who naturally bring these to life:

- 📌 **Be Passionate** – bring heart, energy, and pride to everything you do
- 📌 **Have Fun** – create joyful, laughter-filled days for children and your team
- 📌 **Value Teamwork** – support, share, and celebrate each other's wins
- 📌 **Learn & Grow** – stay curious and open to learning something new every day
- 📌 **Be Proud** – take pride in your work, your impact, and your growth
- 📌 **Better Together** – because the magic really happens when we work as one

And because we truly value our team, you'll also enjoy:

- \$1,000 Refer-a-Friend Bonus (exclusions apply)
- 50% off childcare fees for your little ones
- Annual Employee Wellbeing Day for some much-needed self-care
- Access to exclusive discounts on over 3,300+ health, fitness and wellbeing brands with Wherefit
- Career growth opportunities as we continue to expand
- A supportive, fun culture with regular celebrations, fundraising events, and Grove Recognition Awards.
- The opportunity to work alongside our in-house allied health professionals, who collaborate closely with our teams to support children's development and help educators feel confident and empowered in their practice

About the Role

As a Trainee at The Grove Academy, you'll kickstart your career in Early Childhood Education by working alongside a passionate team to create a positive and inspiring environment for children. With hands-on learning opportunities, you'll develop the skills to deliver fun, engaging programs that nurture children's growth.

Key responsibilities include:

- Learning how to support educators in delivering fun and engaging learning experiences
- Building warm relationships with children, families, and your team
- Maintaining a safe, clean, and welcoming environment
- Actively participating in learning opportunities
- Contributing to a culture of fun, collaboration, and curiosity
- Ensuring the safety, health and wellbeing of all children is prioritised at all times
- Actively supervising children and maintaining awareness of risks in the environment
- Reporting any concerns or incidents in line with service policies and procedures

Skills & Experience

We're looking for someone enthusiastic, proactive, and eager to grow. To succeed in this role, you'll need:

- A genuine passion for working with children
- A strong willingness to learn and grow in a supportive team environment
- Great communication and interpersonal skills
- A positive, team-oriented mindset
- The ability to embrace fun, creativity, and curiosity in your work
- Strong understanding of child protection responsibilities and mandatory reporting
- Ability to identify and respond to risks to children's safety
- Commitment to maintaining professional boundaries at all times

Traineeship

Car Sales Trainee – Upper Hunter Automotive

Upper Hunter Automotive is looking for an enthusiastic and motivated **Car Sales Trainee** to join our growing team representing Ford, Mitsubishi, Kia, Subaru and BYD.

We are ideally looking for someone who lives locally within the Upper Hunter region and is looking to build a long-term career in the automotive industry.

No previous automotive sales experience is required — just a positive attitude, strong work ethic and willingness to learn.

What You'll Be Doing

- Assisting customers through the vehicle buying journey
- Learning our proven sales process and customer service standard
- Following up enquiries from phone, email, website and walk-in customers
- Conducting vehicle presentations and test drives
- Assisting with vehicle deliveries
- Building relationships with customers and generating repeat business
- Maintaining CRM records and daily follow-up activity
- Working closely with our Sales and Finance teams

What We're Looking For

- Friendly and confident communication skills
- Positive attitude and willingness to learn
- Strong work ethic and reliability
- Well presented and professional
- Basic computer skills
- Current Australian Driver Licence
- Applicants living locally within the Upper Hunter region will be highly regarded

Roster

- 11-day fortnight roster
- Monday to Friday plus every second Saturday

What We Offer

- Full training and mentoring from experienced automotive professionals
- Career progression opportunities within a growing dealership group
- Retainer salary plus performance incentives
- Supportive family-owned business environment
- Ongoing manufacturer and sales training
- Opportunity to work across multiple leading automotive brands

This role would suit:

- School leavers
- Retail or hospitality workers looking for a career change
- Someone passionate about cars and customer service
- Anyone wanting to build a long-term local career

If you're motivated, eager to learn and want to join a successful local business, apply now with your resume and a short cover letter explaining why you are a great candidate for the role.

Traineeship

Warehouse Assistant Trainee

Become a Warehouse Assistant Trainee with Kloster Parts!

Join Kloster Parts, one of the largest regional automotive parts distributors in NSW and an integral part of the Tony White Group, one of Australia's leading family-owned automotive dealers. With a workforce of over 2,500 professionals, including 450+ in Newcastle/Hunter, we are dedicated to ensuring customer satisfaction and the ongoing success of our organisation.

About the Role:

Kloster Parts has a great opportunity for a Warehouse Assistant Trainee within its operations. We are in search of a positive-minded individual with a keen eye for detail and a proactive 'can do' attitude.

As a valuable member of our team, you will be mentored and trained by experienced professionals, learning the ins and outs of the trade and fostering a fulfilling career in the Automotive Industry. Reporting to the Warehouse Manager, you will have the chance to work in a collaborative environment where your growth and development are a priority.

To be considered for this role, you should possess:

- A proactive and enthusiastic 'can do' attitude
- Ability to thrive in a team-oriented setting
- Clear verbal and written communication abilities
- Intermediate-level proficiency in computer skills
- A strong work ethic and a determined commitment to achieving success

How to Apply:

If you are ready to take on this exciting opportunity, please submit your resume along with a compelling cover letter. Don't miss out on this opportunity! Apply now and kickstart your career in the dynamic world of automotive parts.

Please note that only shortlisted candidates will be contacted.

Traineeship

Trainee Sewer Upholsterer

Ready to launch a hands-on career with real growth potential?

We specialise in high-quality fabrication of thermal exhaust insulation solutions that protect equipment, enhance safety, and deliver performance for our clients.

We're looking for a motivated Trainee to join our Rutherford facility, where you'll receive full training, work alongside experienced professionals, and build a long-term career in a highly specialised manufacturing environment.

If you bring the right attitude—we'll teach you everything else.

Please note: Applicants will be invited to complete our Automated Screening as part of the shortlisting process.

The Opportunity:

This is an entry-level Trainee Sewer/Upholsterer role focused on learning fabrication and sewing techniques used to produce industrial thermal blankets. You'll gain practical skills with tools, materials, and machinery while contributing to the production of high-quality products.

Responsibilities:

Learn to fabricate thermal insulation blankets from drawings and templates

- Cut, measure, and prepare materials accurately using appropriate tools
- Operate industrial sewing machines under supervision and training
- Assemble and sew components using correct stitching techniques
- Handle fabrics, insulation fibres, and fastening components efficiently
- Follow safety procedures and maintain a clean, organised workspace
- Work collaboratively with team members to meet production targets
- Inspect finished products to ensure quality standards are achieved

Requirements:

Strong willingness to learn hands-on fabrication and sewing skills

- Ability to follow instructions, plans, and basic drawings
- Good attention to detail and pride in workmanship
- Physical capability to perform manual tasks and stand for extended periods
- Strong commitment to workplace safety and procedures
- Reliable, punctual, and able to work in a team environment

Preferred Experience (Not Essential – Training Provided)

Exposure to sewing, upholstery, or fabrication environments

- Experience using hand tools or machinery
- Previous work in manufacturing, trades, or workshop environments
- Basic understanding of measurements, materials, or pattern cutting

What We Offer

Full on-the-job training with experienced mentors

- Stable, long-term employment opportunity
- Clear pathway for growth and skill development
- Supportive team environment
- Hands-on, practical work with real outcomes

If you believe that you have the right attitude and you're motivated to kick start your new career in manufacturing, please send through an updated CV into us and complete our automated screening.

Full Time

Junior Receptionist

Newcastle RV Super Centre have an exciting opportunity for a Junior Receptionist to join the team for an immediate start.

Requirements for this position:

- High attention to detail
- Good computer skills
- Customer service skills
- Must have a current driver's licence and reliable car
- Able to work in a busy environment
- Be able to work independently as well as in a team
- A problem solving attitude

The following is desirable but not essential:

- 1-2 years experience in a similar role

Duties include;

Talking to customers on a daily basis, sending emails to customers, running daily errands as required, answer all incoming calls and direct to the appropriate department and booking in customers for handovers etc. You will also be the main admin support to the team and the company director.

Must be reliable, punctual, have a can do attitude with high attention to detail & a willingness to learn, must also be willing to work as part of a team as well as on your own.

This position is Monday to Friday with occasional paid overtime as required.

Initially the role is a 6 month casual basis during the probation period where if both parties are satisfied will turn to a permanent role within the company.

If this busy role suits you and you want to join a fun and dynamic team within a company that is rapidly growing then please send your resume to adm••@nnacaravans.com.au today.

Full Time

Customer Service Representative | Hunter Valley

Job description

Ready to start fresh in a supportive, people-focused role with room to grow?

Whether you're just starting out, returning to work, or looking for a change, we'll help you build a career in customer service!

What's in It for You?

Full training provided – learn everything you need to succeed

Earn 10% in monthly incentives on top of your regular pay rate – your effort gets rewarded

Fun, inclusive culture – enjoy team lunches, social events & more

About the Role

Join our friendly team and support customers with everyday banking enquiries. No sales involved – just helpful, human conversations.

This role is best suited to someone who is comfortable with:

- High call volumes
- Repetitive tasks
- Strict KPIs (AHT, QA, adherence)
- A structured environment with strong compliance requirements
- Has thick skin and can handle challenging conversations

Your day-to-day will include:

- Assisting with account info, online banking, and card enquiries
- Supporting customers with disputes or fraud issues
- Updating records and capturing feedback

Please note: This is an on-site role. Training period is exclusively on site. Work from home may be possible subject to strict terms and conditions.

What We're Looking For

Clear, confident communicators

Great attitude and willingness to learn

Basic computer skills (we'll teach you the rest)

Year 10 completion

Australian working rights and ability to pass a police check

Who Thrives Here?

We welcome people from all walks of life, including:

- Students and grads
- Parents, carers, and return-to-work candidates
- Career changers and retirees

Start your journey with us today – spots are filling fast!

Apply now and one of our friendly recruiters will be in touch soon

Full Time

Receptionist

Receptionist - Volvo Cars Newcastle

An exciting opportunity is available to work with Volvo Cars Newcastle, which is part of the McCarroll's Automotive Group.

As a Receptionist you will be a key team member entrusted with ensuring we deliver a world class experience to our guests. Your development will be supported through extensive training by our management team.

The role will suit a proactive individual who is passionate about the automotive industry and has experience in providing excellent customer service.

The successful applicant will offer the following characteristics:

- * Excellent phone manner
- * Exceptional time management and organisational skills
- * Strong work ethic and impeccable personal presentation
- * Work well in a team environment
- * Have a professional and friendly manner with excellent customer relations and communication skills
- * Conscientious and motivated attitude, with an eye for detail

The fine print

Employment is conditional upon background checks. To be successful you must be located in Australia with Australian or New Zealand citizenship or hold a permanent residency visa.

To apply

Please follow the link below to attach your resume and covering letter to show why you're the best candidate for the role.

Warehouse and Sales- Rutherford

We are seeking a dedicated Warehouse and Sales Associate to join our team in Rutherford, New South Wales. This permanent, full-time position plays a crucial role in ensuring efficient warehouse operations while also providing exceptional customer service in our retail environment. The ideal candidate will contribute to the overall success of our business by managing inventory, assisting customers, and maintaining a well-organised workspace.

Responsibilities:

- Receive, unpack, and organise incoming stock in the warehouse.
- Assist customers with product inquiries and sales transactions.
- Maintain accurate inventory records and assist with stocktaking.
- Ensure the warehouse is clean, safe, and well-organised.
- Collaborate with team members to meet sales targets and improve customer satisfaction.
- Handle returns and exchanges in accordance with company policies.
- Support promotional activities and merchandising efforts in the retail space.

Qualifications:

- Previous experience in a warehouse or retail environment is preferred.
- Strong communication and interpersonal skills.
- Ability to work effectively in a team and independently.
- Basic computer skills for inventory management and sales processing.
- Physical ability to lift and move heavy items as required.

A commitment to providing excellent customer service.

Full Time

Sandwich Artist

With over 40,000 restaurants, the Subway® brand is the largest sandwich chain in the world. Due to continued growth across the region, our Franchise Owners are looking to recruit motivated and driven team members to join the Subway® brand. A Subway® Junior Sandwich Artist™ is the face of our restaurants. As well as preparing and serving delicious Subway® sandwiches you will meet and greet guests and deliver exceptional customer service. You'll be the reason customers keep coming back.

Job Introduction

Previous experience in food preparation, retail sales and/or customer service is desirable but not essential because you will receive full training and undertake various University of Subway® courses. What's more important is a winning attitude. If you're currently working in retail or in a restaurant, perhaps you are studying or have recently graduated and are looking to start a career in the food industry. This could be the perfect opportunity for you!

Main Responsibilities

- Food preparation including bread and cookie baking
 - Ensure food storage and preparation areas are maintained according to Health & Safety and Audit standards
 - Comply with Food Code of Practice
 - Till Operator
 - Monitoring stock levels
 - Checking in deliveries
 - Complete daily and weekly cleaning schedules
 - Follow security & safety procedures
 - Maintain a safe working environment for employees and customers
 - Maintain high personal presentation in the provided uniform to meet the Subway® brand and customer expectations
 - Work as a team member
- Deliver a high standard of service when dealing with products, sales and catering for customer needs.
- #### **The Ideal Candidate**
- As a Junior Sandwich Artist™ you will serve and add value to customer needs in an efficient and friendly manner. In this role you will promote Subway® brand awareness and ensure hygiene standards are met.
- Working as a Junior Sandwich Artist™ in a Subway® franchise is a challenging role but one that is highly rewarding. Subway® Franchise Owners are proud of their hard working staff and are able to offer fantastic career path opportunities to truly develop a career into supervisory and managerial roles.

Office Assistant

About us

Cert Lane is a building certification company that serves the Newcastle, Lake Macquarie, Port Stephens, and Hunter areas for housing and extends NSW for select commercial projects. We have a fast-paced environment in approving Construction Certificates, Complying Development Certificates, Occupation Certificates and building reports. We ensure compliance with building requirements and offer valuable advice to owners, builders, and designers.

We are looking for the right person to join the team!

Please note: This role is also a role where you will work closely with the building certification team, marketing team, operations team and admin team to complete and support them in day to day activities.

Experience required:

- Microsoft Office.
- Adobe Acrobat.
- Strong email and communication skills
- Strong attention to detail
- Experienced in a role where a proactive attitude is required

Experience desired:

- NSW Planning Portal, training is offered.
- Previous experience with a certifier within a certification office.
- Building Certification Systems (BCS), training is offered.
- Strong social media skills: LinkedIn, Instagram etc.

Tasks & responsibilities

- Assist the marketing team, admin team, certifying team and operations team in the day to day operations of the business
- First point of contact for the office, directing calls, organising meetings etc
- Drafting documentation for approval.
- Managing social media platforms.

Full Time

Customer Service Officer

- Premium product range, strong brand position
- Ongoing support and training to ensure your success in the role
- Full-Time Opportunity

THE OPPORTUNITY

Stratco is looking for a motivated and enthusiastic Customer Service Officer to join their trade team.

RESPONSIBILITIES

- First point of contact for all customers face to face, email and over the phone.
- Keying customer orders, drawing of flashings and processing supplier purchase orders in our point-of-sale system.
- Communicating with customers in relation to missing information or answer queries
- Creating of job packs for other departments for manufacturing, picking slips and delivery dockets.
- Liaise with Operations, Sales, Manufacturing and Transport Teams.
- Strict adherence to our critical safety rules & contributing to a safe working environment

ABOUT YOU

- **Essential:** Experience in internal sales team environment
- **Desirable:** Experience in POS Systems
- Knowledge of metal and/or tile roofing is highly advantageous
- Strong customer focus with an eye for detail and a sense of commitment to achieve desired results
- Experience in a fast moving, forever changing and improving environment.
- Assist customers and Sales Representatives in arranging orders and ensuring they are processed within the cut off times.
- Ability to handle multiple tasks at once.
- Ability to work in a team environment as well as a proven ability to work and manage their workload reliably and independently
- Highly developed interpersonal and communication skills

REWARDS & BENEFITS

Health & Wellbeing Support | Traineeship & Development Pathways | Career Development Opportunities | Support for Families | Recognition & Referral Programs | Team Member Discounts | EAP / Confidential Support Services

OUR EVP

At Allcoast Roof Services, manufacturing is our foundation, but our people are our future. We empower our team to grow and succeed, within an inclusive and collaborative environment, where every individual matters, and innovation thrives. We are committed to offering fulfilling and rewarding career paths, ongoing learning and development, and recognition for outstanding service. Join us and build the future you've always envisaged, while redefining outdoor living and improving the lifestyles of our customers.

At Allcoast Roof Services, Safety is paramount, and we take every measure to ensure our team members **'Return Home Safe'**.

Full Time

Administration Assistant

We're looking for a friendly, organised, and motivated Admin Assistant to join our busy team. If you enjoy variety in your day, helping customers and staying organised, — we'd love to hear from you! This role is perfect for someone who has administration experience and is confident handling customer service, purchasing, sales support, and general office duties in a fast-paced environment. Candidates must have a minimum of 6 months administration experience to be considered for this position.

What You'll Be Doing

- Answering phones and assisting customers
- General office administration and data entry
- Processing invoices and paperwork
- Processing purchasing and supplier orders
- Supporting sales enquiries and customer quotes
- Coordinating delivery runs
- Filing and maintaining records

What We're Looking For

- Friendly and professional communication skills
- Good organisational skills and attention to detail
- Ability to multitask and work independently
- Intermediate level Microsoft Office proficiency is required for this role
- Previous admin/customer service experience highly regarded
- A willingness to learn
- Must have Australian work rights to be eligible for this position

What We Offer

- Down-to-earth team environment
- Stable long-term opportunity
- Competitive pay based on experience

Position Details

- Fulltime position
- Immediate start available
- Located in Rutherford

Apply Now

Please send your resume and a short introduction to: jod••@hvss.com.au

We're looking for someone who fits in well with the team and enjoys being part of a busy workplace.

Full Time

Office Assistant

About the role

Join the team at Skips and Scrap Recycling as an Office Assistant based in Tomago, NSW. In this role, you'll be responsible for providing essential administrative and clerical support to our busy office. This is a casual based role with potential for fulltime for the right candidate after a probation period.

What you'll be doing

- Answering incoming calls
- Monitoring and responding to emails and text messages from clients
- Booking and following up on service jobs
- Maintaining and updating client records and databases
- Handling general administrative duties such as filing, and record-keeping
- Ordering and maintaining office supplies
- Providing support to the wider administrative team as needed

What we're looking for

- Previous experience in a similar administrative or reception role
- Strong communication and customer service skills
- Excellent attention to detail and organizational abilities
- Proficiency in using standard office software such as Microsoft Office
- A friendly, professional, and reliable approach to your work
- Ability to work 8am to 4pm

About us

Skips and Scrap Recycling is a leading provider in the private sector of waste management and recycling services in the Newcastle and Central Coast region. With a strong focus on sustainability and environmental responsibility, we pride ourselves on delivering high-quality services to our local community. Join our growing team and be a part of our exciting journey!

Apply now to become our next Office Assistant.

Junior General Hand - Dismantling

Hytech Parts Plus is Newcastle's leading automotive recycling business committed to providing customers with quality recycled car parts. We are currently seeking a reliable and motivated Junior General Hand to join our growing team.

About the role

As a Junior General Hand, you will play an important role in supporting the daily operations of our dismantling and recycling facility. This is a hands-on position suited to someone who enjoys physical work, takes pride in maintaining a safe and organised workplace, and works well as part of a team.

What you'll be doing

- Assisting with vehicle dismantling and processing activities
- Removing and sorting recyclable materials
- Cleaning and preparing vehicles for processing
- Maintaining workshop, yard, and storage areas
- Assisting with stock movement and warehouse duties
- Operating hand and power tools safely
- Following company safety procedures and workplace standards
- General housekeeping and labouring duties as required

About You

- Reliable with a strong work ethic
 - Physically fit and capable of manual handling tasks
 - Positive attitude and willingness to learn
 - Able to work effectively in a team environment
 - Strong commitment to workplace safety
- Successful candidate will be required to undergo appropriate background and reference checks.

Applications are via Seek only. Please note that only shortlisted candidates will be contacted.

Full Time

FULL TIME RETAIL FRUIT AND VEGETABLE ASSISTANT / CHEF

About the role

Peachy GreenGrocer is seeking a full-time Retail Fruit and Vegetable Assistant/Chef to join our dynamic team in Rutherford, NSW. This is an exciting opportunity to work in a fast-paced retail environment where you will be instrumental in delivering exceptional customer service and maintaining the highest standards of fresh produce quality. As part of our dedicated team, you will play a vital role in ensuring our customers receive the finest fruits and vegetables whilst contributing to the success of our thriving local business.

What you'll be doing

1. Selecting, preparing, and displaying fresh fruits and vegetables in an appealing and organised manner to attract customers
2. Maintaining product quality standards by regularly inspecting stock for freshness and removing any damaged or spoiled items
3. Assisting customers with product selection and providing advice on ripeness, storage, and preparation methods
4. Operating the till system accurately and efficiently whilst processing customer transactions with professionalism and courtesy
5. Restocking shelves and storage areas to ensure adequate availability of produce throughout the trading day
6. Cleaning and sanitising work areas, displays, and equipment in accordance with health and safety regulations
7. Receiving and unpacking deliveries of fresh produce, checking for quality and accuracy against order documentation
8. Assisting with the preparation of fruits and vegetables where required, including basic food preparation and presentation tasks
9. Contributing to a positive shopping experience by maintaining a tidy store environment and assisting with promotional displays
10. Supporting team members and management to achieve daily sales targets and maintain operational efficiency

What we're looking for

1. Previous experience working in a retail environment, preferably in a greengrocer, supermarket produce section, or similar role
 2. A minimum of 1 year of retail experience is required for this position or **Chef Qualifications** and **Weekend Availability**.
 3. A genuine passion for fresh produce and knowledge of seasonal fruits and vegetables
 4. Strong customer service skills with the ability to communicate effectively and build positive relationships with customers
 5. Ability to work accurately and efficiently in a fast-paced environment, managing multiple tasks simultaneously
 6. Physical capability to lift, carry, and handle produce throughout your shift, with good attention to food safety and hygiene standards
 7. Ability to lift up to 25kg as part of regular duties
 8. Reliability and a strong work ethic, with a commitment to punctuality and professional conduct
 9. Basic mathematical skills to operate a till system and handle cash transactions
 10. Flexibility to work during varied retail hours, including weekends and public holidays as required
 11. Experience in food preparation or culinary knowledge is highly desirable and would strengthen your application.
- Cutting and presentation of Fresh Produce
12. A willingness to learn and develop new skills within the retail and food sector

What we offer

Peachy GreenGrocer is committed to providing a supportive and inclusive workplace where our team members can thrive. We offer competitive remuneration and the opportunity to work within a community-focused business that values fresh quality and customer satisfaction. You will benefit from working with a passionate team in a vibrant local environment, with the potential for career development and progression opportunities. We foster a positive workplace culture that encourages collaboration, initiative, and professional growth. Our team enjoys a friendly atmosphere where your contribution is recognised and valued.

About us Peachy GreenGrocer is a dedicated provider of premium fresh fruits and vegetables to the Rutherford community and surrounding areas. We are committed to sourcing the finest quality produce and delivering exceptional customer service with every interaction. Our business is built on a foundation of quality, sustainability, and community engagement. We pride ourselves on supporting local customers and providing them with the freshest selection of seasonal produce available. At Peachy GreenGrocer, we believe in the importance of healthy, quality food and the role we play in supporting the wellbeing of our local community.

Part Time

Shop Assistant

- Permanent Part time
- (2 – 3 days or 18 hours per week)
- Located in Windale/Wallsend

About the Role:

We are currently looking for a friendly and community-minded Shop Assistant to provide high-quality retail and distribution support as part of our HopeStreet team.

In this role, you'll help ensure people experiencing disadvantage and distress have access to food support and emergency relief services in a welcoming, respectful environment. From assisting with stock management and distribution to creating a positive experience for every person who walks through our doors, you'll play an important part in helping our community access practical support when they need it most.

Working as part of our Community Services team, you'll contribute to creating trusted places where people gather, community is strengthened, and lives are transformed.

About You:

You're someone who enjoys helping others and creating a welcoming environment for everyone. You bring experience in retail, customer service, warehousing, or community support, along with a practical, hands-on approach to your work.

You're organised, reliable, and enjoy working as part of a collaborative team.

Most importantly, you treat every person with dignity, respect, and compassion. You're comfortable working with people from diverse backgrounds, take pride in delivering excellent service, and are committed to supporting people experiencing disadvantage through practical, everyday assistance.

Essential Qualifications & Experience:

- Experience working in a charitable retail, community, or not-for-profit environment.
- Experience working with people experiencing homelessness, financial disadvantage and with complex needs
- Well-developed administrative skills, including accurate record keeping, cash handling, and the use of computer systems

Essential Competencies:

- Retail experience with some stock control and merchandising skills
- Excellent customer service and communication skills, with the ability to build positive relationships with customers, volunteers, and colleagues
- The ability to work independently and collaboratively, supporting and guiding volunteers while contributing to a positive team culture

Key Benefits:

- SCHADS Level 1 plus super and NFP salary packaging benefits
- Financial, retail and lifestyle discounts and benefits
- Access to in-house learning and development programs to assist your career growth
- Access to family friendly benefits like our wellness programs and Employee Assistance Program (EAP) - Independent confidential counselling services

About Us:

We are proud to be part of the merged care organisation that will be known nationally as BaptistCare. As a for purpose, Christian care organisation, we are committed to providing exceptional support and services across Australia. Together with Baptcare (VIC, TAS, SA) and Baptist Care SA we employ over 12,000 dedicated employees and support over 38,000 customers to help people live well with dignity and purpose. From older Australians and their families to people facing significant disadvantage, our passion and our priority are the customers we serve. We strive to deliver care as it should be – with people right at the centre.

Applicants are encouraged to apply as soon as possible as applications may be reviewed prior to the closing date. Closing Date is subject to change without notice.

All staff are required to work within our code of conduct and undergo relevant pre-employment checks as part of our commitment to safeguarding vulnerable people.

Please note: This position is being managed directly by our internal Talent Acquisition team. Unsolicited candidate profiles or CVs from recruitment agencies will not be accepted. Thank you.

Part Time

Admin Assistant / Receptionist

H-E Parts International Mining Solutions – Cooling Division is the leading independent manufacturer and supplier of high-quality radiators and cooling solutions. With innovative products and reliable technology, we provide industrial radiator and heat exchange repair services to the mining, transport, construction, agricultural and general industry business sectors.

The Opportunity

We are currently seeking an enthusiastic **Administration Assistant / Receptionist** to join our Cooling Division in Rutherford.

This is a **Permanent Part-Time position**, working **school hours from 9:30am to 2:30pm, Monday to Friday**. The role will support our busy and growing team with general administration tasks, reception duties, customer service, and assisting with quoting, planning, scheduling, and customer relationship management.

This position would suit someone with strong organisational skills, a friendly and professional manner, excellent attention to detail, and a desire to contribute to a supportive team environment.

Duties & Responsibilities

Reporting to the Branch Manager, your main responsibilities will include:

- General administration tasks to assist the branch.
- Managing reception duties, including answering and directing incoming phone calls, greeting visitors, and handling general enquiries.
- Assisting in producing estimates, quotes and proposals for new and existing customers.
- Assisting in generating quotes for parts orders as well as job reports.
- Acting as a point of contact for customer queries and requests.
- Liaising with internal and external clients and suppliers on project statuses and updates.
- Maintaining accurate records and data entry across various systems.
- Providing administrative support to the wider team as required.

About You

To be considered for this position you will ideally have:

- Previous experience in an administration and/or reception role.
- A professional and friendly telephone manner.
- Strong customer service and communication skills.
- Competent computer skills, including Microsoft Office products.
- Great data entry skills and attention to detail.
- Previous experience working in the mining or manufacturing industry would be desirable but is not essential.
- Previous experience using Pronto would be an advantage but is not essential.
- The ability to work both independently and as part of a team.

Benefits

- School hours providing excellent work-life balance.
- Local work – be home every night!
- Investment in employee health & wellbeing including trained Mental Health First Aiders on all sites and free and confidential access to our Employee Assistance Program, Lifeworks.
- Potential for advancement through various career pathways and learning & development opportunities available, including Supervisor Training and Apprenticeships.
- Service recognition including a paid day off during the month of your yearly anniversary with H-E Parts and awards for significant milestones.
- A business with a strong safety culture, as set out through H-E Parts Golden Rules.
- Annual Free Flu Vaccinations.

Part Time

Junior Administration Assistant

Due to continued growth, we are seeking a motivated and professional Junior Administration Assistant to join our established financial planning practice.

This is a part-time role (4 days per week, Monday to Thursday) that offers a fantastic opportunity for someone looking to launch or develop their career in administration and office support within a supportive, client-focused environment.

Key Responsibilities

- Answering and directing incoming phone calls
- Managing emails and general enquiries
- Greeting and assisting clients at reception
- Supporting the team with administration
- Maintaining a professional front office and meeting areas
- General office coordination and upkeep

About You

We're looking for someone who is:

- Immaculate presentation and a professional manner
- Friendly, confident, and client-focused
- Organised with the ability to multitask
- Proactive with a positive "can-do" attitude
- Reliable, honest, and detail-oriented approach
- Strong computer skills and data entry accuracy
- Able to work both independently and as part of a team
- A confident and professional phone manner

Previous reception or administration experience is advantageous but not essential.

What We Offer

- A supportive and friendly team environment
- A modern, professional office
- Opportunity to grow within a successful and expanding business

Why Join Us?

If you're looking for a role that offers variety, responsibility, and the chance to be part of a dynamic team, we'd love to hear from you.

Part Time

CAFE BARISTA SERVICE STAFF

Barista and Customer Service

We have an opportunity available for experienced Cafe Service Staff to join our team at located with the Maitland Hospital at our Cafe Woods & Co.

You will have;

- Experience in **customer service and coffee** in a cafe or retail food outlet.
- Eye for detail in food merchandising, presentation of food, coffee, venue, and staff.
- Experience with food handling, preparing food for display or making for service to order such as wraps sandwiches etc.
- Confident, friendly and polite communication skills and a team player.
- Food handling and preparing with pride is an advantage.
- Experience in day to day cash handling and point of sale til system.

We are seeking individuals who have people skills, love pleasing the customer, enjoy the buzz of a busy cafe environment and work well in a team under pressure.

Availability for 30 plus hours per week, part time including weekends is required.

Your focus will be operational and ensure the service and food standards are met and of course exceeded everyday and thorough communication and support with your team throughout the week.

If you share a passion for creating the best venue, service food and team culture we would like to speak with you.

Applications can be sent

to rec.....@ashindustryconsulting.com.au

Part Time

Administration Assistant

We are a private practice delivering multiple allied health services to NDIS participants, Home Care recipients and insurers across Newcastle, Maitland and the Hunter for over two decades.

As a family-oriented business, we understand that while work is an important part of life, family and personal wellbeing are equally important. We believe that when a business operates effectively, staff should have the flexibility and autonomy to maintain job satisfaction and balance across all areas of their lives.

An exciting opportunity has arisen for a like-minded, enthusiastic, and tech-savvy Administration Assistant to join our team on a permanent part-time basis.

The position is office-based and there are quieter periods when therapists are working within the community. When the full team is together the office is often buzzing and we laugh, joke, and catch up over baked goods and cheese.

This sits alongside a culture of respect, open communication, and accountability. No one is afraid to put their hand up and say, "Well... I could have done that better."

We value team members who feel comfortable sharing ideas, contributing to better ways of working, and appreciating those moments when something is simply hilarious.

The role is 19 hours per week across three days. Friday, from 9:00am to 4:30pm, is essential, while the remaining hours can be worked across two additional days, to be agreed upon with the successful candidate.

The commencing rate for this position is \$30.00 per hour with the potential for review upon completion of the probationary period.

Due to the increasing complexity of NDIS funding arrangements, experience working within the NDIS in an operational and administrative capacity is an essential requirement for this position.

While many aspects of the role are process-driven, exceptions frequently arise, requiring five key skills:

- Strong problem-solving abilities
- Sound mathematical skills
- Exceptional attention to detail
- The ability to accurately interpret requests and relay information
- The ability to build and nurture strong stakeholder relationships

As the first point of contact for our clients and a vital source of support for our clinicians, our new Administration Assistant will be empathetic, highly organised and professional whilst possessing a cracking sense of humour.

Key accountabilities of the role:

- Actioning NDIS funding requests, including liaising with plan managers, exchanging service agreements, and undertaking follow-up activities
- Facilitating the intake of new clients and managing end-to-end referral processing
- Responding to therapist and stakeholder enquiries
- Providing project support to the Paediatric Team
- General housekeeping and office administration duties
- Reception duties, including greeting clients and answering phones
- Undertaking other duties as requested by the Practice Manager and Director

Part Time

Retail Sales Consultant

Sleepy's are looking for suitably experienced and highly professional Sales Consultants to join our Kotara store on a **PART TIME** basis.

About the role

Reporting to the Store Manager, this role will see you working across sales, networking, and working within the sales team to maintain a profitable store. This will involve a 'hands on' approach to customer service from a passionate salesperson who loves to sell sleep!

Your key responsibilities

- Working to set KPI's to meet and exceed targets
- Building rapport and effective relationships with customers
- Self-motivated and able to work autonomously
- General admin, stock and operational duties
- Available to work a rotational roster- with full 7 day availability

Skills and Experience

- A demonstrated record of success in consultative sales- retail and other industries are welcome but not necessary!
- A sound knowledge of KPIs as they relate to the art of sale
- A genuine desire to provide exceptional customer service, and a great experience for our customers

About the Benefits

- **Fantastic Earning Potential** – Salary plus Commission!
- **Great Working Environment** – Supportive culture, staff discounts, and a modern store outlet
- **Expertise-** Become a bed fit and posture specialist with our accredited training programs
- **Advance Your Career** - Ongoing development through our dynamic training and leadership program
- **Celebrate-** Attend our daily video conference calls

About Us

As a successful and growing retailer, we pride ourselves on improving the quality of sleep for our customers through providing state-of-the-art sleep solutions, expert mattress advice and quality service. Sleepy's are the only retailer to carry a range of mattresses tested and endorsed by the Australian Chiropractors Association.

- 'Big Kahuna' winner of the Anthill Coolest Company Awards 2018!
- 'Medium Retailer of the Year' Finalist of the National Retail Awards 2019 & 2020!
- 'People and Culture Champion' Finalist of the National Retail Awards 2022!
- 'Best Bedding Shop' from Product Review 2022 and 2023!
- 'Customer Experience' Finalist of the Australian Retail Innovators Awards 2023 and 2024!

If you have any queries please contact us on [0422 225 67](tel:042222567) or tas*****@outlook.com.

Successful applicants will be required to undergo a national police clearance. Only shortlisted applicants will be contacted.

Casual

Customer service - food industry

About the role

We are seeking a Customer Service professional to join the food industry team at Kiwi HS Pty Ltd in Newcastle, NSW. This is a **casual / part time position** that offers flexibility whilst delivering exceptional service to our customers. We are looking for both permanent/ part time senior people to deal with the day to day operations and junior staff to complete the team. You will be the face of our business, ensuring every interaction leaves a positive impression and contributes to an outstanding dining experience. This role is pivotal in building customer loyalty and maintaining the reputation of our Ice Cream and desserts establishment.

What you'll be doing

1. Greeting customers warmly and professionally upon arrival, ensuring a welcoming atmosphere
2. Taking customer orders accurately and efficiently, whilst answering questions about menu items and ingredients
3. Processing payments and handling cash or staff clearly to ensure timely and accurate food preparation
4. Preparing and serving food and beverages to customers with care and attention to detail
5. Addressing customer enquiries and resolving complaints tactfully and promptly
6. Maintaining a clean and hygienic service area, including tables, counters and customer .
7. Preparing and serving desserts and drink
8. Restocking supplies and ensuring the service area is well-organised throughout shifts
9. Following food safety and hygiene protocols at all times

What we're looking for

1. Previous experience in customer service, hospitality or food service environments
2. Strong communication skills with a genuine passion for delivering excellent customer service
3. Ability to work efficiently in a fast-paced environment and manage multiple tasks simultaneously
4. Excellent personal hygiene standards and knowledge of food safety practices
5. A positive attitude, reliability and the ability to work as part of a team
6. Basic numeracy skills for handling transactions and managing cash
7. Flexibility to work varied shifts, including peak times and potentially weekends
8. Enthusiasm to learn and develop within the food service industry
9. Current food handling certificate or willingness to obtain one is desirable

What we offer

At Kiwi HS Pty Ltd, we value our team and create a supportive work environment where every member is appreciated. We offer **casual/ permanent part time employment with flexible scheduling** to suit your lifestyle needs. Our team enjoys a friendly, collaborative atmosphere where you can develop valuable skills in customer service and the hospitality industry. We provide on-the-job training to ensure you feel confident in your role, and there are opportunities to progress and take on additional responsibilities as you grow with us.

About us

Kiwi HS Pty Ltd is a dynamic food service business based in Newcastle and Warners Bay dedicated to delivering quality ice cream and outstanding customer experiences. We pride ourselves on maintaining high standards of service, cleanliness and customer care. Our team is committed to creating a welcoming environment where customers enjoy their time with us. We believe in supporting our staff and fostering a positive workplace culture where everyone can thrive.

Apply now

If you are enthusiastic about delivering great customer service in a food industry setting and would like to join our team at Kiwi HS Pty Ltd in Newcastle, we would love to hear from you. Please submit your

Casual

Casual/Part Time Sales Assistant Bedshed

- Join a well-established Australian brand
- Work alongside an experienced and cohesive team
- Deliver an unbeatable customer experience
- Opportunity for training, growth and development
- Work with high quality mattress and bedding products
- Flexible and supportive workplace
- Favourable work/life balance with flexible rosters
- Attractive staff discounts and incentives
- Free onsite Parking

Why Bedshed?

Join Bedshed, where it's not just customers that are valued and listened to. Here, we empower you to contribute and make a difference in people's lives. Our success is built on the memorable connections you make with others, the positive impact you provide in each interaction. We want to provide all those who join our team with the opportunity to improve the experience we offer and help achieve our ambitions for the future.

About the role

An exciting opportunity has become available for a Casual/ Part-Time Sales Assistant to join our valued Bedshed team. Passionate about customer service, we are looking for a conscientious team member who can contribute to the overall success of the store.

In this role you will be determining customer's needs and managing their expectations through high quality service and expert product knowledge. This involves listening closely and understanding their questions, sourcing appropriate stock (in store or via delivery) and closing the point of sale with a satisfied customer.

You will also work on maintaining store presentation, including updating, rotating and ticketing stock, to ensure ease of access for customers and optimum sales at all times.

About you

Friendly, patient and approachable, you are known as a cooperative team player. You thrive in harmonious environments where you can work closely with others to build and maintain positive relationships.

With a great eye for detail, you ensure all aspects of the sale are handled quickly, correctly and efficiently. You are quick to absorb new information and you work consistently to achieve your goals. Most importantly, you have a great attitude and a willingness to learn.

What else

Flexibility with availability and working hours is essential as weekend and public holiday work will be required.

Apply now

STEP ONE: Submit your CV online, include a cover letter.

STEP TWO: Take this 5-minute assessment as this will help us assess your suitability to the role. Copy this into a new window: <https://assessment.predictiveindex.com/bo/x7s/SA>

Casual

Barista (full time / part time /casual)

Zaaki Espresso is looking for passionate, friendly and reliable Baristas to join our team in Mayfield, NSW.

We have full-time, part-time and casual roles available, with flexible working arrangements depending on your availability and experience.

As a Barista at Zaaki Espresso, you'll be preparing high quality coffee and drinks, creating a welcoming experience for customers, and working with the team to keep the cafe running smoothly during busy service periods.

What you'll be doing

- Preparing and serving high-quality espresso-based coffee and specialty drinks
- Operating and maintaining espresso machines, grinders and other café equipment
- Taking customer orders and processing payments accurately
- Providing friendly, professional customer service
- Helping create a welcoming atmosphere for both regular and new customers
- Maintaining a clean, organised and hygienic workspace
- Restocking supplies and assisting with general café duties
- Working efficiently during busy service periods
- Communicating clearly and working well with the team
- Helping deliver a consistent and positive customer experience

What we're looking for

- Previous barista experience or strong coffee-making skills
- Confidence using espresso machines and grinders
- A friendly, professional and customer-focused attitude
- Ability to work well under pressure in a fast-paced cafe
- Strong attention to detail and commitment to quality
- Good communication and teamwork skills
- Reliability, punctuality and a strong work ethic
- Availability for early morning and weekend shifts

What we offer

- Full-time, part-time and casual roles available
- Flexible scheduling depending on the role and your availability
- A busy, welcoming and supportive café environment
- Training and development to help grow your barista skills
- Competitive pay rates based on role, experience and award requirements
- Employee discounts on café drinks and food
- A friendly team culture where your contribution is valued
- Opportunity to grow with a local café

About Zaaki Espresso

Zaaki Espresso is a specialty coffee café located in Mayfield, NSW. We are passionate about quality coffee, friendly service and creating a welcoming space for our local community.

Our cafe is built on care, consistency and great customer experiences. We pride ourselves on making every customer feel welcome and every coffee count.

Apply now

If you love coffee, enjoy working with people and want to be part of a growing local café, we'd love to hear from you.

Please apply with your resume and include any relevant experience and availability.

Casual

Casual Optical Assistant - Green Hills

Bailey Nelson is on the lookout for a Casual Optical Assistant to join our Green Hills team! At Bailey Nelson, we're on a mission to change how people see the world—and how the world sees them. We're a down-to-earth team that's obsessed with improving every day, and we're growing fast. Our secret? Our people. The connections and experiences we build - with each other and with our customers are what set us apart and make us a brand of choice.

Ready to be part of it?

What you'll be doing

As an Optical Assistant, you'll be at the heart of the customer experience, helping people find their perfect frames, supporting their eyecare needs, and making every visit unforgettable.

This role is primarily based at our Green Hills location, however, flexibility to work at Kotara often is a must.

What's in it for you?

- A role where you can make a real impact every single day
- Access to our world-class online learning platform to keep you sharp and in the know with all things BN
- 1 free pair of glasses per quarter product allowance so you can rep the brand in style and a year's supply of contacts!
- A supportive leadership team that genuinely invests in your growth

What we're looking for

- Customer-first mindset – You've got experience in retail, hospitality, or similar and know how to deliver standout service
- Optical experience? Great. No experience? No worries. If you're keen to learn, we're keen to teach
- Passion & energy – You bring positivity, enthusiasm, and a can-do attitude
- Fast-paced adaptability – You thrive in a dynamic, ever-evolving environment
- Strong time management – You get things done without compromising customer experience
- Problem-solving skills – You love helping people find the *right* solution
- Team player – You build great relationships with everyone around you
- Results-driven – You love hitting goals through amazing service
- Flexibility – Must have flexible availability weekdays and weekends, with additional availability during peak trading periods and the flexibility to pick up extra shifts where possible
- Ability to work across our Green Hills and Kotara store locations as required

This is your chance to step into an exciting role, elevate your career and experience, and be part of a brand that's growing fast.

Ready to frame your future? Apply now.

Bailey Nelson is proud to be an inclusive, diverse workplace. We welcome applicants from all backgrounds and identities.

Casual

Junior Kitchen Hand

Looking for your first job? Join our kitchen team and learn valuable skills in a fun, supportive environment! As a junior kitchen hand, you don't need any previous experience—we'll teach you everything you need to know. You'll help prepare ingredients, keep the kitchen clean and organised, wash dishes, and support our chefs during service. It's a great opportunity to build confidence, develop teamwork and communication skills, and learn how a professional kitchen operates.

We're looking for positive, reliable people who are eager to learn and aren't afraid to get stuck in. Whether you're saving for something special, gaining work experience, or looking for your first step into hospitality, this role will help you develop skills that will benefit you for years to come. Many of our team members started with no experience at all. If you're willing to learn and work hard, we'll support you every step of the way.

Nagisa, an award-winning restaurant, 22 YEARS in Newcastle, is seeking a casual junior kitchen hand to join our hard-working, friendly and professional team. Shifts available include weekday dinner shifts and weekend lunch and dinner shifts.

The ideal candidate will have:

- Available to work after school hours, weekends and public holidays.
- 1-2 shifts a week (can be more during school holiday time)

Job Description:

- Dishwashing
- Small Food preparation if it's necessary
- Cleaning kitchen area

Join our friendly team and play your part in providing our very special Nagisa experience to our customers.

Please apply with **cover letter, resume and daily availability for work.**

You can email to shi••@susuru.com.au

Nagisa is an equal-opportunity employer. All applications are confidential.

Join our new team and have a great experience growing the restaurant and yourself together.

Waitstaff/Allrounder - Casual

Waitstaff - Casual Position.

Approx 3 days per week. Must be available for shifts on weekends plus 2 days midweek. No experience necessary. Applicants should have great communication skills, be able to work well in a team and have a focus on providing excellent customer service. Normal hours for this position will range between 7am and 6pm. For more information Ph 04•••••927

Casual

Receptionist / Administration Assistant

Ablaze Dance Academy – Gateshead, Newcastle

Ablaze Dance Academy is seeking an enthusiastic, organised, and professional Receptionist / Administration Assistant to join our growing team.

As one of Newcastle's leading dance academies, we are looking for someone who is passionate about dance, enjoys working with people, and can provide exceptional customer service to our families and students.

About the Role

This role is the first point of contact for our students, families, and visitors. The successful applicant will assist with the day-to-day administration and operation of the Academy while helping to create a welcoming and professional environment.

Essential Requirements

- Strong knowledge of the dance industry
- Previous dance training or experience working within a dance studio
- Current Driver's Licence and reliable transport
- Current Working With Children Check (WWCC)
- Excellent communication and customer service skills
- Strong organisational and time management skills
- High attention to detail
- Ability to multitask in a fast-paced environment
- Professional presentation and manner
- Confidence using computers and learning new software systems
- Ability to work independently and as part of a team

Key Responsibilities

- Greeting students, families, and visitors
- Managing enquiries via phone, email, and social media
- Assisting with enrolments and student administration
- Managing attendance and studio management software
- Processing payments and handling general administrative duties
- Assisting with competitions, performances, workshops, and events
- Maintaining studio presentation and reception areas
- Supporting management and teaching staff with administrative tasks
- Assisting with student transport coordination and occasional errands when required

Desirable Skills

- Experience with dance studio management software
- Social media and content creation experience
- Basic bookkeeping or accounts experience
- Understanding of dance examinations, competitions, and performance schedules
- First Aid Certificate (or willingness to obtain)

What We Offer

- A supportive and positive work environment
- The opportunity to work within a thriving and respected dance academy
- Flexible working arrangements
- The chance to be part of a passionate and dedicated team
- A beautiful, state-of-the-art facility in Gateshead

Casual

Retail Sales Assistant – Worklocker (Workwear & Safety)

Are you friendly, reliable, and detail-oriented? **Worklocker** is looking for a motivated **Casual Retail Sales Assistant** to join our team! This varied role includes customer service and assisting in **uniform production and decoration** across both our **Morisset** and **Warners Bay** locations.

About the Role:

As a Retail Sales Assistant, you'll help customers find the right workwear and safety products while also supporting our production team with tasks such as embroidery and heat pressing. This is a great opportunity for someone who enjoys both retail and hands-on work.

Key Responsibilities:

- Deliver excellent customer service
- Assist with sales and product recommendations
- Operate POS systems accurately
- Help with the production and decoration of uniforms
- Maintain a tidy and organised store
- Travel between Morisset and Warners Bay as needed

What We're Looking For:

- **Excellent spelling, written communication, and attention to detail** – accuracy is essential, especially when preparing custom uniforms
- **Reliable transport** and flexibility to work across both store locations
- **Friendly, positive attitude** and strong communication skills
- **Good availability**, including weekends and busy periods
- Previous retail or production experience is helpful, but not required – full training provided

What We Offer:

- Supportive and friendly team environment
- Variety of tasks – no two days are the same
- Opportunities to learn new skills in retail and production
- Staff discounts on quality workwear and PPE

How to Apply:

To apply, please send your resume and a brief cover letter outlining your availability and why you'd be a great fit for the role.

We look forward to hearing from you!

Casual

Barista / Cafe All Rounder (FT, PT and Casual Roles)

House of Roast has a few opportunities for bubbly and energetic individuals to join our Cardiff store. Must be available for early starts (5.30am) and weekends.

If you thrive in a fast-paced, customer-focused environment and love bringing the laughs and good vibes we want to hear from you.

Now that we have the formalities out of the way, here is what we are chasing. Our ideal candidate would be.

- Someone who brings big bubbly energy everyday & loves customer service
- Has coffee experience
- Ability to work efficiently in a busy environment
- Food prep experience is a bonus, but not essential, a willingness to learn is key

Positions Available: We have full-time, part-time and casual roles available.

How to Apply:

Submit application below, including your resume and a cover letter.

Please include ***Only applicants with both a Resume and Cover Letter will be considered.*** In the cover letter please include your availabilities and which role you think you'd be best suited for.

Guest Services Officers

About You

We are looking for candidates who can demonstrate the following:

- Drivers Licence and own vehicle or access to reliable transport.
- The ability to work productively & independently.
- A positive attitude & willingness to learn.
- Great teamwork skills.
- A 'can-do', solutions-focused attitude.
- The physical ability to do manual work in all conditions.
- Flexible availability to work including weekend, peak holiday seasons & public holiday work.
- Previous experience in any hospitality role is highly regarded, but not required.
- Valid Australian work rights.

The Duties will include; (but not limited to):

- Taking reservations, via phone
- Processing cancellations, via phone
- Completing arrivals & departures, in office
- Opening/closing of office
- Assisting & directing visitors within the park
- Providing excellent, high-level customer service.
- Following work health & safety procedures.

About Us

At Reflections Holidays, our purpose is to share nature's playground with our guests in a way that gives back to our communities & nurtures the environment. We proudly care for 40 unique destinations, all located on iconic NSW Crown Land. Our focus is on creating memorable experiences, not just for our guests, but also our team. As NSW largest holiday park operator, our unique, nature-inspired offerings really set us apart from the rest.

We are proud to be the first holiday park group to be certified as a social enterprise, so you can be assured that we do business for good. Our profits are aligned to our purpose in four key ways – Social, Culture, Environment, and Economic.

We are an Equal Opportunity Employer.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Casual

Retail Sales Assistant

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

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

Catering Assistant

You are looking for a secure job where your efforts are genuinely appreciated by customers, colleagues, and managers. Good food warms the heart and feeds the soul. From preparing food and plating it in an appealing way, to providing friendly food and beverage services, you can literally make the day for our residents.

You can join a team that is passionate and positive and where you feel satisfaction in what you do again while you become a part of the rich life stories of older Australians.

We are a not-for-profit organisation, but more importantly, we are like one big family and treat each of our residents, families, and team members with the same levels of passion, care, and respect.

We are hoping you will join our fantastic Whiddon family at **Belmont, in the Newcastle and Hunter region, on a Casual basis.**

WHAT WE OFFER

At Whiddon, we provide our people with benefits that will enhance their experience and provide them with things they actually want and will use. Our benefits are centred around 'Five Pillars - mind, body, financial, social and career.

- **Employee Assistance Program** for when you need extra support
- **Work/life balance.** Options to work morning, afternoon or night shifts
- **Salary Packaging options so you can keep more of your pay.** Did you know that by salary packaging, you can increase your hourly rate by more than \$2? This is how:
 - Up to \$611.53 per fortnight to pay your mortgage, rent, school fees, etc.
 - Up to \$101.92 per fortnight to pay entertainment activities like cafes, restaurants, etc.
 - Remote living options including rent and mortgage packaging, utilities and holiday transport.
 - Novated leasing, a financial wellness program, a personal car buying service and a rewards program through our partners.
- **Quarterly gifts,** including Cost of living voucher, ACE Day, Christmas gifting and other ad-hoc gifts from time to time.
- **Access to retail benefits and perks,** including great discounts, and passes to the cinema, tickets to concerts or sports events, food vouchers, and more!
- **Employee Referral Program.** Get paid up to \$500 to refer our next Whiddon star.
- **Learning, learning, learning.** Whiddon Scholarships Programs, Leadership Development Programs, Traineeships and more... we want to support your educational journey!
- **Get recognised for your great work!** Just in Time Recognition, Milestone Celebrations, Everyday Heroes, Annual Awards night and more.
- **Locations across NSW and QLD.** If you need to relocate or wish to transfer between our Homes

HOW TO APPLY

To apply for this position, please submit a copy of your resume addressing the above criteria. To find out more about this position and the benefits of a career at Whiddon then visit our website <https://www.whiddon.com.au/careers/>

Please note all successful candidates are required to provide evidence of NDIS Workers Check.

Casual

Casual - Customer Service Operator

ABOUT THE POSITION

You will play an essential role in facilitating Sell & Parkers CDS operations at our Newcastle Return and Earn site. You will be our first point of contact at our site and primarily responsible for meeting and greeting customers. This position involves performing various manual labour tasks to assist in the day-to-day operation of the processing facility, including but not limited to, material sorting and counting, material movement, manual labour tasks, and general cleaning.

SHIFT TIMES

This is a casual role where you will be required to work 1 - 2 days a week. Below are the rostered times.

- Monday - Friday 7:30am - 3:30pm
- Saturday 7:30am - 1:30pm

ABOUT YOU

- Proven experience within a customer service-based environment.
- Ability to attain and retain fitness for work (including clear Drug and Alcohol Screens).
- Pass a Police check
- Have the right to work within Australia

WHY SELL & PARKER?

- Employment with a well-established company
- To be part of an enjoyable team and work environment.
- Further training will be provided to the successful candidate.

ABOUT US

Trading since 1966 Sell & Parker Metal Recycling Services is an Australian-owned and operated private company. Sell and Parker operate collection points for the NSW Container Deposit Scheme (CDS) 'Return and Earn' in Blacktown, Coffs Harbour, Newcastle, Prestons, and Windsor.

The NSW container deposit scheme, Return, and Earn, is the largest litter reduction scheme introduced in NSW and is helping meet the Premier's goal of reducing the volume of litter in the state by 40% by 2020.

The CDS rewards consumers for returning containers, cans, and bottles to designated recycling points with a 10-cent refund per eligible container.

If you feel you meet the requirements, have the suitable characteristics and attributes, and are a proactive and motivated individual, please send your CV & cover letter through the 'Apply for this job' tab.

Sell and Parker is an Equal Opportunity employer that prides itself on having great working conditions and placing safety at the forefront of its operation.

Casual

Casual retail assistant

Morisset BakeHouse is on the hunt for energetic casual front of house staff to join our busy team. If you can fire up the grill at sunrise and pull a great coffee, we want to hear from you.

About the role

This is a hands-on, early-start role suited to someone who thrives in a fast-paced morning rush. You'll be cooking on the grill from the early hours — bacon and egg rolls, breakfast favourites and lunch orders — while keeping our coffee flowing all day.

What you'll be doing

- Cooking on the grill during the early morning rush (breakfast and lunch service)
- Making quality coffees — espresso, milk-based and takeaway orders
- Making fresh salad sandwiches and wraps
- Serving customers and handling cash, EFTPOS and the Square system
- Preparing and replenishing food stocks
- Keeping the working environment clean and tidy, and complying with food safety rules
- Handling orders during busy periods

What we're looking for

- Confidence and speed on the grill, especially during a morning rush
- Solid barista/coffee-making skills (or a keen learner with some experience)
- Reliable, punctual and happy with early starts
- A positive attitude and genuine customer service skills
- Ability to stay calm and work as a team when it's flat out

The details

- Casual position with early morning starts
- Based in Morisset NSW
- Immediate start available
- If this sounds like you, apply now with your resume and a short note about your grill and coffee experience.

About us

MORISSET BAKEHOUSE is a dynamic retail business operating in the Retail & Consumer Products sector. We are committed to delivering high-quality products and exceptional customer experiences. Our team thrives on creating a welcoming environment where customers feel valued and supported. We pride ourselves on our friendly atmosphere, attention to detail and dedication to excellence in all we do.

What we offer

We offer a casual employment arrangement that provides flexibility to suit your lifestyle and commitments. Working with Hunter Hungry Hordes Pty Ltd, you will be part of a supportive retail team dedicated to maintaining high standards of customer service. This role presents an excellent opportunity to develop retail skills, gain valuable work experience and build a foundation for a career in the retail and consumer products industry. We foster a collaborative workplace where team members are valued and encouraged to grow.

Apply now

If you are an enthusiastic individual ready to deliver outstanding customer service in a casual retail role, we would love to hear from you. Please submit your application, including your contact details and a brief statement about your interest in joining our team.