

23rd August 2021

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Apprenticeship

1st Year Apprentice Joiner

Everlong Building and Joinery Services is looking for an enthusiastic and motivated 1st year Apprentice Joiner to join our growing team.

About us:

Everlong Joinery is a progressive, local, custom made joinery company. It is our mission to provide industry best standards in kitchen and bespoke joinery design, manufacture and installation to the local community and beyond for both private clients and established builders. We pride ourselves on being industry leaders at the forefront of the latest designs and trends, building strong relationships with our clients to deliver unique outcomes and impeccable workmanship to the finest of detail.

The Rewards:

- Be part of a great team in a positive and supportive work environment
- Immediate start available
- Chance for progression within the business for the right motivated candidate
- Join a company with a very strong customer service focus with proven track record for quality work

You will:

- Be a career driven person who is passionate about the joinery trade
- Possess a strong work ethic and good attitude
- Have a high attention to detail
- Be punctual
- Be available and willing to work overtime as and when required
- Have your license and own transport

If this sounds like you and you are ready to start your career in the Joinery Industry, send your resume to todd@everlongjoinery.com.au. Please include the following with your application.

- A cover letter stating why you wish to be a part of the Everlong team

Applications that do not address the selection criteria above will not be considered.

Visit www.everlongjoinery.com.au to find out more about our Company and view some of our past projects.

Roof Plumbing Apprentice

Newcastle based Roofing company looking to hire first and second year roofing apprentice.

Must have own licence and transport.

Must have a Construction Induction (white card) and working at heights.

Must be reliable, trustworthy and able to work in a team environment.

Roofing Trainee / Apprenticeship

We require 3x trainees with apprenticeships offered to the right people.

Full time wages including holidays, sick days and superannuation after a three month qualifying period.

Must have a Drivers License and vehicle to be able to meet others on different sites.

Must be able to pass police check.

Hours 7am - 3.30pm Monday to Friday.

Email your resume

to careers@newcastleroofing.com.au

Youth Links



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Apprenticeship

National Apprenticeship Program 2022- Williamtown

BGIS are investing in the future of trades by commencing our national 2022 apprenticeship program. We are seeking motivated, dependable individuals whether you are a school leaver or currently in an apprenticeship we have opportunities for you.

The Role

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

What BGIS will support apprentices through:

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

What we offer:

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

We have opportunities available in **Williamtown NSW**, in the following trades:

- **Airconditioning & Refrigeration (HVAC)**
- **Plumbing**
- **Electrical**
- **Carpentry**

Culture

At BGIS we are committed to maintaining a diverse workforce. We have partnered with organisations that support BGIS values and have genuine pride in working closely with them:

- NRL School2Work
- Clontarf
- Women in Trade
- Solider On
- Beyond the Badge

NEXT STEPS

What you'll need:

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

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

Experience

Here's what one of our current HVAC Apprentices' Stacey, has to say about our Apprenticeship program:

If you are interested in finding out more or want to apply for our apprenticeship program, please click '**Apply**' to kick-start your career with BGIS. You will receive an email acknowledgement after you have applied and provided with more information on the desired trade apprenticeship you are interested in. Prior to any job offer, you will be required to complete a pre-employment **police check and medical**.

You will commence employment with BGIS 10th January 2022

For more information on BGIS please visit our website apac.bgis.com [link removed]

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23rd August 2021

Apprenticeship

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School Based Part-time Apprentice

Working at The Blind Monk with the opportunity to work at multiple venues, Babylon and The Blind Monk mostly

"We are on the Lookout for a Part Time School based Apprentice Chef to join our team. No experience necessary just a good attitude. We will train you all aspects of commercial kitchen operation. We have multiple styles of dining styles to be trained in across our venues

Continue your school studies whilst getting a headstart with an Apprenticeship

Contact Jeremy by email at Baby-lonchef@outlook.com with your details"

1st year apprentice

Newy Burger Co based in Newcastle is seeking an energetic 1st year apprentice to join our team, if you have a love for cooking and wish to start your career in the hospitality industry, we are here to offer you a great opportunity.

Offering a relaxed dining style you will have the opportunity to learn key kitchen foundation skills, prep, cooking and house made sauces, all this topped off with a supportive team to assist you in your career growth and further opportunities for future years. If you are interested, please contact Kirsty on accounts@newyburgerco.com.au with a cover letter and resume.

1st year apprentice chef

Paymasters Café 18 Bond Street, Newcastle are looking for a 1st year apprentice chef. Call Rodney on 0437262600

Apprentice Automotive Spray Painter

OPPORTUNITY KNOCKS.... APPRENTICESHIP ROLES AVAILABLE!!

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

- Hard working
- Reliable
- and willing to learn

Then this is the opportunity for you to learn from the BEST and join a well established, highly reputable and award winning smash repairer operating for over 25 years.

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

Forward your resume with a cover letter referencing your interest to be contacted for the opportunity to join this ever evolving industry and trade.

Job Type: Apprenticeship

Salary: From \$22,425.00 per year

23rd August 2021

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Apprenticeship

Roof Plumbing Apprenticeship

What's in it for me?

Being a HVTC apprentice opens the door to working for industry leaders via our key connections with major local employers.

Being a HVTC apprentice means you have ongoing job security! Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; Become a qualified Roof Plumber without getting yourself into debt and actually earning an income!

Throughout your apprenticeship, you will be able to take advantage of our exclusive employee benefits, which include:

- One-on-one coaching and development from a dedicated mentor
- Individual and group safety training with our team of experts
- Discounted health insurance
- Discounted gym memberships
- Alumni program to support you post qualification
- Reward and recognition programs
- Commbank Workplace Banking Program to give you financial advice (and retail discounts!)
- Health and Wellbeing initiatives, campaigns, and competitions through HVTC's Committee (there might even be some prizes up for grabs!).
- 24/7 confidential counselling through our Employee Assistance Program (EAP) provider

What you'll be doing...

You will complete a [Certificate III in Roof Plumbing](#) over 48 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with the Host Employer.

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

- Work with qualified tradesman across the Newcastle Region
- Learn the trade skills of a roof plumber
- Install new and replacement roofs to new and existing dwellings
- Use equipment and power tools to safely install steel roofs
- Attend a variety of sites to perform required duties
- Work within a small team to carry out tasks in a safe and timely manner

What you'll bring to the table...

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

- Ability to work as part of a team
- Commitment to both on and off the job training
- A can-do attitude and willingness to learn
- Ability to follow instructions
- Strong work ethic
- Developed safety focus and awareness
- A desire to learn and adopt best practise trade skills
- A WHS Construction Industry Induction (White Card), or willingness to obtain

It will also help if you have:

- Access to reliable transport

Work experience in any area/s relevant to the traineeship



Apprentice Electrician

About us

GDW Engineering is a locally owned and operated business that has a reputation for always striving to meet customer expectations and delivering quality work on time, whilst maintaining an impeccable safety record. Our projects range from large scale mining and municipal projects to domestic electrical and solar installations.

With an increased workload, GDW is looking to expand their team to meet growing client requirements. We have a full-time position available for a standout 2nd or 3rd year electrical apprentice, with a focus on safety, teamwork and work quality, to join our team. Working with qualified and skilled electricians, you will gain valuable hands-on experience, mentoring and support.

About the position

Working under the direct supervision of tradesmen, key tasks will include:

- Electrical installation work at industrial sites including installing and mounting of electrical equipment, installing cable tray and conduit, pulling and terminating cables.
- Electrical installation work at commercial industrial sites including general electrical lighting, power, and solar installations
- Electrical maintenance and fault finding
- Electrical switchboard and panel wiring
- General trade assistant work supporting the tradesmen while you learn the skills required

About you

Our successful applicant must have the ability to immediately apply themselves to all types of electrical installations.

Essential criteria:

- Strong knowledge of electrical principles
- Commercial or industrial experience
- High level of safety awareness and OH&S standards
- Successful completion of TAFE subjects toward trade qualification – provide TAFE and eProfile transcript
- Positive attitude, motivated and dedicated to learning
- Ability to work in a fast-paced, changing environment
- Ability to follow correct procedures
- Driver's license and able to drive to and from work sites, as well as a willingness to work away regionally and interstate

Preferred (but not essential)

- Completed Certificate II in Electrotechnology pre-apprenticeship
- work cover ticket and experience
- Low voltage rescue
- Working at height
- Confined space
- A white card
- EWP license

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

Youth Links



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Apprenticeship

Apprentice - Structural Landscaping

About us

We provide quality concreting, paving and landscaping solutions for home owners.

The Mabel Concrete + Paving (MC+P) team focuses on quality workmanship and providing superior customer service.

About the role

We are currently recruiting for a Full-Time Apprentice to join the MC+P team. As a member of the MC+P team you will be expected to uphold our values and represent the business professionally at all times. All applications will be considered, including mature-aged applicants.

What we will offer you

- Above award wage
- A great team environment
- An understanding of the importance of work/life balance
- Opportunity to advance within the team

About you

- Honest, trustworthy and reliable
- Positive and solution-focused
- Fit and healthy
- Respectful and presentable
- A member of the team - a strong work ethic is important to us
- Coachable - you are looking for new challenges
- Passionate about Landscape and the outdoors

Criteria

General qualifications

- Current NSW Drivers Licence
- Own vehicle

If you think that you can make a positive contribution to the MC+P team we would love to hear from you.

Successful applicants will be short-listed and contacted for interview.

How to apply

Apply via SEEK by clicking "**Apply for this Job**"
Or for further information please contact Alex at info@mymabel.com.au

apprentice floor and wall tiler

Opportunity to join a reputable tiling company in Newcastle.

Applicants will require the following to apply;

- Current Drivers License
- Current White Card
- General knowledge of hand tools
- Basic mathematic skills including timetables
- Willingness to learn and follow instructions
- Must be Loyal, Energetic, Punctual, Motivated, Hardworking and most importantly a Team player.
- Must be fit and healthy as position can become quiet demanding at times.
- Available to work Saturdays within short notice.
- No involvement with contact sport outside of employment.

APPRENTICE SHEETMETAL FABRICATOR

Apprentice sheetmetal fabricator needed for a fast paced shop to assist in the fabrication of various products ranging from simple folding and flashings duties to more intricate manufacturing jobs.

No experience required - Only thing required is a keen attitude, reliability and the ability to work in a fast paced team.

Open to mature aged apprentices also!

Key responsibilities:

- Implementing instructions from foreman.
- Attention to detail is essential.
- Well presented.
- Good communication skills.
- Ability to work in a team.
- Reliable and on time.
- Hold a current manual drivers licence.
- A good attitude!

Hold a current forklift licence

23rd August 2021

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Apprenticeship

Apprentice Mobile Plant Mechanic (Cert III Mobile Plant Technology)

About the company

Liebherr's decades of experience, knowledge, and dedication to the highest quality and most reliable technologies makes us a respected leader and a trustworthy partner to industry. We sell and service earthmoving machinery, mining equipment, mobile cranes, tower cranes, maritime cranes as well as foundation and piling equipment throughout Australia and New Zealand. Are you ready to join the family?

About the role

Reporting to the Workshop Team Leader, NSW you will undertake a 4-year apprenticeship in Cert III Mobile Plant Technology (AUR31216). During this time, you will learn to service, maintain and repair all types of Liebherr Mining equipment. Some of your duties will include servicing, diagnosing faults, completing repairs, changing components such as hydraulic pumps, cylinders and valves.

If you are a person who is passionate and committed to developing a long-term career with an innovative, industry leading, global OEM in the Mining industry, we are keen for you to apply for this role. There is no better way to learn, grow and develop your career than with Liebherr-Australia!

Skills & experience

- Drivers Licence
- Certificate II or pre-apprenticeship course in a relevant field
- Mining Background and/or Mechanical/Electrical aptitude
- Initiative and self-drive with problem solving skills
- Passion for learning new things, sense of Pride, high attention to detail
- Positive commitment to safety

Culture

Our employees love working as part of a team / family to achieve the highest quality in everything we do whilst we accept responsibility as we aim to maintain our consistency and trustworthiness for years to come. Our independence enables us to make decisions rapidly and autonomously.

Diversity and Inclusion

Diversity and inclusion sits at the heart of the Liebherr Group's Core Values. We are committed to building a workforce that is representative of the communities in which we live, work and operate. Our culture thrives on mutual respect, teamwork and diversity of thought in the workplace

Benefits

- Hands on training and support for the duration of your apprenticeship
- Corporate Health Insurance | Novated Lease | Travel Club
- Liebherr One Hub – Employee discount portal for great savings
- Financial stability | annual reviews | service & manager rewards | career progression
- Join a dynamic and safety focused team
- Soft skills and Leadership training programs

How to apply

Please apply via link below.

Nick Rayment

HR Advisor

Applications close COB 27th August 2021

Candidates are advised that interviews may commence before closing date. Liebherr Australia would like to thank you for submitting your application.

No agencies or third parties please

23rd August 2021

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Apprenticeship

Apprentice HV Electrician (Cert III Electrotechnology Electrician)

About the company

Liebherr's decades of experience, knowledge, and dedication to the highest quality and most reliable technologies makes us a respected leader and a trustworthy partner to industry. We sell and service earthmoving machinery, mining equipment, mobile cranes, tower cranes, maritime cranes as well as foundation and piling equipment throughout Australia and New Zealand. Are you ready to join the family?

About the role

Reporting to the Workshop Team Leader, NSW you will undertake a 4-year apprenticeship in Cert III Electrotechnology Electrician (UEE30811). During this time, you will learn to service, maintain, and repair all types of Liebherr Mining equipment. Some of your duties will include servicing, diagnosing faults, completing repairs, maintaining and overhauling of electrical/electronic components.

If you are a person who is passionate and committed to developing a long-term career with an innovative, industry leading, global OEM in the Mining industry, we are keen for you to apply for this role. There is no better way to learn, grow and develop your career than with Liebherr-Australia!

Skills & experience

- Drivers Licence
- Certificate II or pre-apprenticeship course in a relevant field
- Mining Background and/or Electrical aptitude
- Initiative and self-drive with problem solving skills
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Culture

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Apprenticeship

APPRENTICESHIP MEM30219 CERTIFICATE III IN ENGINEERING - MECHANICAL TRADE Newcastle/Hunter Valley.

Recon Industries Australia is a family owned and operated company that is proudly Australian and has been operating for over 10 years, Recon Industries Australia specialises in mobile "onsite" service with -

- Replacement hydraulic/industrial hoses and fittings.
- Mechanical and hydraulic fit out of fixed/ mobile machinery and equipment.
- Installation and servicing of lubrication Systems and metering equipment.
- Installation and servicing of fire suppression systems.

Recon Industries Australia - Newcastle/Hunter Valley requires a motivated, enthusiastic person who takes pride in their work to join our team as a Junior / Apprentice in MEM30219 Certificate III in Engineering – Mechanical Trade. Take this opportunity to become part of a company that offers stability, a positive fulfilling work environment with unlimited opportunities.

The Role

Kick start your career with an exciting opportunity to complete an Apprenticeship with Recon Industries Australia - Newcastle/Hunter Valley. Successful applicants will complete a Certificate III in Engineering - Mechanical Trade through a combination of on-the-job training and course components from Tafe NSW. Not only will you be completing a nationally recognised qualification, but you will also receive full product and service training to begin your career as a Recon Industries Australia Service technician.

In addition to undertaking the practical components of the Certificate III in Engineering - Mechanical Trade the role's General Duties will include:

- Assembly of hose and fittings components
- Replacement of hydraulic/industrial hose and fittings
- Mechanical and hydraulic fit out of fixed/ mobile machinery and equipment.
- Installation/servicing of lubrication systems and metering equipment.
- Installation and servicing of fire suppression systems.
- Provide assistance to mobile service technicians and workshop technicians
- Assemble components parts and follow work instructions using hand and small power tools.
- Ensure that work is performed as per work instructions.
- Proactively work within team environment.
- Complete all paperwork, requirements, timesheets, job cards.
- Assist to customers' needs at counter and on the phone.

To be considered for this position you will have:

- A keen interest in the mechanical engineering discipline
- Sound language, literacy and numeracy skills
- Reliable and punctual
- Strong customer focus
- Ability to stay on task and take instructions well
- Honest, Reliable and Trustworthy
- An excellent work ethic
- Neat and tidy presentation
- A strong focus on workplace health and a commitment to adhere to all company policies and procedures
- Driver's license or close to obtaining.

In return, you will be given a fantastic opportunity to work in your chosen field as part of a dynamic company. Recon Industries Australia provides a rewarding and challenging career path with professional skill development and opportunity for growth. You will be given ongoing support and enrolment in EM30219 certificate III in engineering—mechanical trade through Tafe NSW.



2022 Engineering Mechanical Apprenticeship

What's in it for me?

Being a HVTC apprentice opens the door to working for industry leaders via our key connections with major local employers.

Being a HVTC apprentice means you have ongoing job security! Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; Become a qualified mechanical tradesperson without getting yourself into debt and actually earning an income!

Throughout your apprenticeship, you will be able to take advantage of our exclusive employee benefits, which include:

- One-on-one coaching and development from a dedicated mentor
- Individual and group safety training with our team of experts
- Discounted health insurance
- Discounted gym memberships
- Alumni program to support you post qualification
- Reward and recognition programs
- Commbank Workplace Banking Program to give you financial advice (and retail discounts!)
- Health and Wellbeing initiatives, campaigns, and competitions through HVTC's Committee (there might even be some prizes up for grabs!).
- 24/7 confidential counselling through our Employee Assistance Program (EAP) provider

What you'll be doing...

You will complete a [Certificate III in Engineering - Mechanical Trade](#) over 48 months through a combination of formal training with a Registered Training Organisation (RTO) and gain practical on-the-job experience alongside highly skilled tradespeople.

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

- Assist qualified tradespeople in the installation and maintenance of material handling equipment
- Undertake equipment diagnostic testing and repairs
- Conduct inspections and find fault finding on equipment
- Use handheld, battery operated and specialist tools of the trade to carry out tasks
- Work at a coal export terminal

What you'll bring to the table...

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

- Ability to work in a team environment
- Commitment to full term of the apprenticeship and study requirements
- Willingness to learn and develop new skills and knowledge
- Strong understanding of safety and manual handling techniques
- Demonstrated interest and passion for the Engineering Mechanical Trade and Heavy Industry
- Strong attention to detail
- Developed mathematical ability
- Current driver's licence (P1 or above)

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Apprenticeship

Bridge Carpentry Apprenticeship opportunities in Beresfield - Join Transport for NSW in 2022!

Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. Our role is to lead the development of a safe, efficient, integrated transport system that keeps people and goods moving, connects communities and shapes the future of our cities, centres and regions. We work with several government agencies to coordinate metro, train, bus, ferry, light rail, road and maritime services, always keeping the safety and comfort of our customers at the heart of what we do.

- Get hands on training and experience whilst obtaining a nationally recognised qualification
- Be rewarded with real work from day one
- Play a part in industry-leading projects

Kick start your career with NSW's leading Transport Agency. Get paid to learn in-demand skills and gain hands-on experience in Bridge Carpentry!

About the team

Our Regional and Outer Metropolitan division is focused on understanding the particular needs of regional communities across NSW and delivering customer-centred integrated transport services and infrastructure.

What's on offer?

Make a real difference to your community through once-in-a-generation experience across some iconic projects across Regional NSW:

- 3 year fixed term full-time Bridge Carpentry Apprenticeship
- Obtain a Certificate III in Falsework and Formwork through TAFE
- Complete a structured training program with hybrid approach to lessons (virtual/face-to-face)
- Experience working on bridge construction and maintenance projects across regional NSW

About you

You're a team player, with a great attitude and hold yourself accountable for doing your best in school, work and play. You enthusiastically seek out new opportunities to learn and have a good grip on your time management and prioritisation skills. You also have:

- No hesitations working at heights, in confined spaces or within live traffic as required in the role
- Completed Year 10 **OR** hold a Record of School Achievement (RoSA) **OR** equivalent
- Proven basic computer literacy
- Possess **OR** are in the process of obtaining C class drivers licence
- You are an Australian/NZ citizen **OR** an Australian Permanent Resident
- You are able to commence full time employment in January 2022
- Understand the role will require you to organise your own transport to the depot, so reliable transport is a must

Make sure you take a chance to review our [video](#), the [Bridge Carpentry role description](#), and [Information Pack](#) before applying.

How much you will earn

You will be paid based on your age (under 21 vs 21 and over) as per the RMS Wages Award. Please see details below of the wage guide:

Bridge Carpentry Apprentice

Apprentice 1st Year \$/week: \$615.33 (\$16.1929/hour)

Apprentice Adult \$/week: \$1,104.14 (\$29.0563/hour)

For more information on Employee Benefits at TfNSW please click [here](#).

23rd August 2021

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Apprenticeship

Apprentice Chef Brokenwood Wines - Certificate IV in Commercial Cookery

HTN is Australia's largest group employer of hospitality, tourism and food service apprentices. We are a trusted company who work with a network of highly successful businesses, restaurants and chefs to provide you with a unique opportunity to undertake a culinary career.

As an apprentice chef, you will work alongside qualified chefs assisting in all aspects of food preparation and presentation. This position provides the opportunity to learn and build experience in a commercial kitchen environment. We are looking for a passionate individual who is wanting to develop knowledge in commercial cookery. Most importantly working as an apprentice chef will give you the skills and knowledge to one day run your own kitchen!

Work Environment:

Brokenwood Wines: Onsite, casual eatery, Cru Bar + Pantry is open for breakfast, lunch and snacks everyday, serving homemade pies, toasties, wood-fired pizzas, cheese and charcuterie platters and wine by the glass or bottle.

Apprentice Chef Responsibilities:

- You will learn the tricks of the trade and work with bigger quantities of food and a variety of seasonal ingredients
- Help prepare and cook dishes while training to be a full-time qualified chef
- Clean, maintain and store kitchen equipment appropriately
- Under supervision, you will operate kitchen equipment such as mixers, choppers, fryers, steamers and learn different knife and cooking techniques

Apprentice Chef Skills:

- Demonstrates good communication with energy and enthusiasm
- Seeks out opportunities to learn
- Demonstrates awareness and listens to feedback
- Recognises and respect relevant kitchen policies
- Shows initiative, flexibility & curiosity

Eligibility

To be eligible to work as an apprentice or trainee in NSW you must either have:

- Australian Citizenship
- Australian Permanent Residency
- New Zealand Passport Holder residing in Australia for more than six months
- Basic Knife Skills would be a great advantage

This position would be suitable for individuals interested in cooking, kitchen hand and hospitality.

23rd August 2021

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Apprenticeship

Apprentice Chef 1st or 2nd Year - Tea Gardens Hotel

Hospitality Training Network (HTN) is Australia's largest group employer of hospitality, tourism and food service apprentices. We are a trusted company who work with a network of highly successful businesses, restaurants and chefs to provide you with a unique opportunity to undertake a culinary career.

Apprentice Chef – about the role

As an apprentice chef, you will work alongside qualified chefs assisting in all aspects of food preparation and presentation. This position provides the opportunity to learn and build experience in a commercial kitchen environment. We are looking for a passionate individual who is wanting to develop knowledge in commercial cookery. Most importantly working as an apprentice chef will give you the skills and knowledge to one day run your own kitchen!

Work Environment:

Tea Gardens Hotel - is a little slice of paradise situated on the picturesque Myall River, the hotel boasts modern Australian food, boutique accommodation and a view to die for. Tea Gardens Hotel has the best fish and chips in a cone in Newcastle. Click on the link to view the Tea Gardens Hotel page at <https://www.teagardenshotel.com/> [link removed] Open from 10am-10pm Sunday to Wednesday and 10am-12am Thursday to Saturday.

Due to location of the position a drivers licence is required.

Apprentice Chef Responsibilities:

- You will learn the tricks of the trade and work with bigger quantities of food and a variety of seasonal ingredients
- Help prepare and cook dishes while training to be a full-time qualified chef
- Clean, maintain and store kitchen equipment appropriately
- Under supervision, you will operate kitchen equipment such as mixers, choppers, fryers, steamers and learn different knife and cooking techniques

Apprentice Chef Skills:

- Demonstrates good communication with energy and enthusiasm
- Seeks out opportunities to learn
- Demonstrates awareness and listens to feedback
- Recognises and respect relevant kitchen policies
- Shows initiative, flexibility & curiosity

Eligibility

To be eligible to work as an apprentice or trainee you must either have:

- Australian Citizenship
- Australian Permanent Residency
- New Zealand Passport Holder residing in Australia for more than six months

This position would also be suitable for individuals interested in cooking and kitchen hand work.

23rd August 2021

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Apprenticeship

1st or 2nd Year Electrical Apprentice

DD Enterprises Pty Ltd

We are a fast-paced, growing Electrical Company with our Head Office located at Heatherbrae. We service the Central Coast, Hunter, Upper Hunter, Greater Taree, Port Stephens and Newcastle regions.

We are seeking 1st or 2nd Year Electrical Apprentices

We provide a full service which includes, Underground, Metering Connections, Residential and New Constructions. We provide a supportive environment with opportunities for growth and development.

- Immediate start
- Full time work
- Competitive wages

Responsibilities

- Working well within a team, as well as individually
- Communicate effectively with team members, other trades, building supervisors and customers.
- Ability to work under instruction
- Complete required paperwork
- Solve Electrical Problems/issues
- Time Management is essential

Essential Criteria

- MUST have Experience in Domestic Installs
 - MUST be Enrolled in TAFE as a 1st or 2nd year Apprentice
 - Strong work ethic
 - Be available for overtime when required
 - Have your own Tools
 - Current Driver's License with a Good Driving Record
 - Have an understanding of AS/NZ 3000 Wiring rules standards and practices
 - Work Cover General Construction induction (White Card)
 - Knowledge of associated construction trades
 - Reliable, Organised, and Honest
 - Complete jobs on time
- Pay rates will be dependent on Award rate.

Apprentice Hairdresser

Best Hairdressers is a busy vibrant salon in Nelson Bay, NSW.

We have been in operation for 9 years and offer a range of high quality products and services to our broad range of clientele.

If you are keen to learn and are an energetic, positive, goal oriented team player who is passionate about the industry we would like to hear from you !

What we can offer you

- Flexible work environment amongst a supportive and nurturing team.
- Great training opportunities to support your professional growth.

Qualifications and skills

- 1st or 2nd year apprentice looking to obtain a certificate 3 in Hairdressing.
- Excellent communication and customer service skills.
- Friendly and professional.
- Well presented
- Able to work under pressure with a " can do " attitude.

Responsibilities

- Initially, assist with day-to-day salon tasks-welcome clients, answer phone, prepare clients, make and serve refreshments, shampooing and rinsing colours.
 - Maintain cleanliness of the salon and equipment.
 - Support senior staff by following directions and assisting when needed.
 - Be willing and open to ongoing training and direction.
 - Comply with OH&S standards and procedures.
- to be considered for this exciting role, email your cover letter and resume to belindalangston@rocketmail.com. or contact the salon on [0249 814744](tel:0249814744)

23rd August 2021

LIKE us on



Apprenticeship

Apprentice Maintenance Fitter

Export Beef Processing Facility

- **Permanent Opportunity**
- **Private family owned business**

Your new company

E.C. Throsby is an industry leader in Export beef. Our company provides quality fresh and valued beef products to all parts of the globe. Our commitment to our farmers, customers and workforce is paramount in producing a quality product.

Your new role

Your new role will see you reporting to the Maintenance Supervisor. You will be working with varied systems and processing equipment, while required to work a number of different shifts to cover all production requirements and weekend Overtime maintenance is required.

What you'll need to succeed

- Passion, Determination and willingness to learn
- Be a team player with a can do attitude
- Looking for longevity in a permanent role, with great career prospects.
- Experience within a food production environment is highly advantageous.
- Flexible with weekend work

Preferred skill set

- 2nd or 3rd year apprentice apprentices welcome to apply.
- Mature age apprentices encouraged to apply.
- Engineering-Mechanical trade pre-apprenticeship or similar
- Prior experience in the trade (Mechanical fitter TA/labourer)
- Experience with fault finding and maintenance on a production line
- Fault find and service pneumatic components
- Fault find and service hydraulic components
- Fault find and service steam components
- Experience with industrial refrigeration systems
- Tig and stick welding

What you'll get in return

- A permanent opportunity/long term employment
- Employment with a continually growing family owned and operated company
- Work with a great team of maintenance staff
- Opportunity to advance yourself and continually learn new skills

Your hourly rate will be paid as per the apprenticeship award, on offer of employment you will begin a 3 month probation period with a review on completion.

Please attach your Resume and a Copy of current and relevant Qualifications and Licenses.

Youth Links



careerlinks
young people, bright futures

23rd August 2021

LIKE us on



Apprenticeship

APPRENTICESHIP - ROOF PLUMBING

We are currently seeking someone interested in completing an apprenticeship within the roofing industry. Ideally this person is a hard worker with a can do attitude and a quick learner. This position is outdoors and requires a lot of physical labour. Experience in the roofing industry or exposure to the construction industry is desired.

MUST HAVE THE FOLLOWING -

- White Card
- Current Drivers Licence
- Reliable Transport

This position is Monday to Friday start time 0630am. IMMEDIATE START. Please email a resume to Gbr46100@bigpond.net.au.

PLEASE DO NOT APPLY IF YOU DO NOT HAVE A LICENCE OR RELIABLE TRANSPORT AS THIS POSITION REQUIRES SOME TRAVEL.

Apprentice carpenter

Looking for a first year apprentice carpenter to join our growing team, I'm doing frames and eaves, immediate start, must have own car and license, white card. Must be reliable and hard working. will involve a 2 week trail, the right Candidate with then be giving a full time job, to continue there apprenticeship, work flows between Maitland and newcastle, please send resume through to tmcarpentry@outlook.com.au, or contact Thomas on, 0481211099

NOT a mature age apprenticeship available.

Apprentice Electrician

Export Beef Processing Facility

- **Permanent Opportunity**
- **Private family owned business**

Your new company

E.C. Throsby is an industry leader in Export beef. Our company provides quality fresh and valued beef products to all parts of the globe. Our commitment to our farmers, customers and workforce is paramount in producing a quality product.

Your new role

Your new role will see you reporting to the Maintenance Supervisor. You will be working with varied systems and processing equipment. You will be required to work a number of different shifts to cover all production shifts. Weekend Overtime maintenance will be required.

What you'll need to succeed

- Passion, Determination and willingness to learn
- Be a team player with a can do attitude
- Looking for longevity in a permanent role, with great career prospects.
- Experience within a food production environment is highly advantageous.
- Flexible with weekend work

Preferred skill set

- 2nd or 3rd year apprentice -New apprentices welcome to apply.
- Mature age apprentices encouraged to apply.
- Electrical pre-apprenticeship or similar
- Prior experience in the trade (Electrical TA/labourer)

What you'll get in return

- A permanent opportunity/long term employment
- Employment with a continually growing family owned and operated company
- Work with a great team of maintenance staff
- Opportunity to advance yourself and continually learn new skills

Your hourly rate will be paid as per the apprenticeship award, on offer of employment you will begin a 3 month probation period with a review on completion.

Please attach your Resume and a Copy of current and relevant Qualifications and Licenses.



Apprentice Electrician - 1st, 2nd & 3rd Year

About the Organisation

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

We are a National Company with operations in NSW & QLD 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.

With your application, please provide the following:

- High School reports & exam results
- Higher School Certificate/Tertiary equivalent [essential]
- Any licences or certificates held
- Tafe results

Ideally the new team players will have the following:

- Be available to start immediately
- Excellent results in Maths, English, Physics/Science
- Current manual drivers licence & own vehicle [essential]
- Must be available to work Overtime when required
- Experience in Cottage and Unit work
- Work well within a team
- A good communicator
- Work within time limits
- WH&S compliant
- Organised
- Reliable
- Flexible and enthusiastic
- Honest

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

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

Email your resume & cover letter directly to Ken at ken@kmknightelectrical.com.au

23rd August 2021

LIKE us on



Cadetship

Engineering Cadet

[Port Stephens Council](#)

[12 reviews](#)

Newcastle, Maitland & Hunter

Government & Defence

Government - Local

\$32,755 - \$63,472

Contract/Temp

Posted 2d ago

[More jobs from this company](#)

The Perfect Opportunity

If you are studying or eligible to enroll in a degree Civil Engineering, Construction Management, Project Management or equivalent, now is the time to take control of your future and achieve your professional ambitions by launching your career with PSC!

The Cadet Engineer is the ideal opportunity for the right candidate to take the first steps to a successful and fulfilling career with a recognised industry leader. Combine your university studies with work experience to build the perfect foundation for your career, all while receiving professional and financial support in a paid role.

You'll work alongside industry leaders who are truly experts in their field working to provide professional engineering services which will see you involved in asset management, project management, contract management, construction management and survey and design of civil and community infrastructure as a member of the Facilities and Services Group.

Find out more about your new career [here](#).

Your Team

The Engineer team includes a bunch of engineering gurus passionate about delivering the next engineering services. We're an extremely collaborative group of high achievers — we thrive in an agile environment where change and innovation is the norm. We love to explore, experiment and have lots of fun along the way by challenging the status quo.

Enough about us, we want to hear about you! So tell us about...

- Why we need you! What makes you the best candidate for the role?
- Outline your previous studies or experiences and tell us how you'll successfully complete the degree part-time while working full-time.

Please note: Only the criteria above needs to be addressed in the application, however you'll be assessed against the full list of Essential Criteria located within the Position Description. In addition, you will need to upload copies of your academic transcripts with results and academic certificates.

We want you to love PSC as much as we do, so here's what's included:

- **Total remuneration package range:** \$32,755 - \$63,472 pa based on a 35 hour week (includes 10% superannuation + retention allowance).
- Full payment of university fees for all subjects you pass.
- Study leave to complete course requirements.
- The opportunity to participate in networking events where you can socialise with PSC's Apprentices, Cadets and Trainees in order to develop your own professional and social networks.

Ready to change your outlook and kick start your career at PSC?

Find out more about PSC's cadet program, by joining our virtual event at 6.00 pm on 25 August 2021. You'll find out about what a day in the life of a cadet looks like and how you can submit your best application. Learn more about the virtual event [here](#).

- Please apply by **midnight, Sunday, 5 September 2021**.

For further information on the role, please contact **Julie-Anne McDougall, Learning and Development Advisor** on [0439 582 536](tel:0439582536).

- We are committed to creating a diverse and inclusive workplace. We encourage applications from all candidates including people with a disability, Aboriginal and Torres Strait islander people and people from all diversity groups, regardless of age, gender, ethnicity, cultural background or sexual orientation.

We are a 2021 Circle Back Initiative Employer – we commit to respond to every applicant.

23rd August 2021

LIKE us on



Cadetship

Planning Cadet

[Port Stephens Council](#)

[12 reviews](#)

Newcastle, Maitland & Hunter

Design & Architecture

Urban Design & Planning

\$32,755 - \$63,472

Contract/Temp

Posted 2d ago

[More jobs from this company](#)

The Perfect Opportunity

Take control of your future and achieve your professional ambitions by launching your career with PSC!

If you are currently enrolled or eligible for enrolment in approved tertiary town planning studies, the Planning Cadet is the ideal opportunity for the right candidate to take the first steps to a successful and fulfilling career with a recognised industry leader.

Combine your university studies in town planning with work experience to build the perfect foundation for your career, all while receiving professional and financial support in a paid role.

You'll work alongside industry leaders who are truly experts in their field and passionate about their work and as a result, you'll develop the skills to provide professional town planning services to both Council and the community.

You'll assess a diverse range of exciting development proposal and provide town planning and development advice to a range of stakeholders.

Find out more about your new career [here](#).

Your Team

The Planning and Developer Relations team are an extremely collaborative group of high achievers — we thrive in an agile environment where change and innovation is the norm. We love to explore, experiment and have lots of fun along the way by challenging the status quo.

Enough about us, we want to hear about you! So tell us about...

- Why we need you! What makes you the best candidate for the role? Why are you passionate about a career in planning?
- Outline your previous studies or experiences and tell us how you'll successfully complete the degree part-time while working full-time.

Please upload your most recent school/ academic record.

Please note: Only the criteria above needs to be addressed in the application, however you'll be assessed against the full list of Essential Criteria located within the Position Description. In addition, you will need to upload copies of your academic transcripts with results and academic certificates.

We want you to love PSC as much as we do, so here's what's included:

- **Total remuneration package range: \$32,755 - \$63,472** pa based on a 35 hour week (includes 10% superannuation + retention allowance)
- Full payment of university fees for all subjects you pass
- Study leave to complete course requirements in accordance with PSC Apprentice, Trainee, Cadet Guide

The opportunity to participate in networking events where you can socialise with PSC's Apprentices, Cadets and Trainees in order to develop your own professional and social networks

Ready to change your outlook and kick start your career at PSC?

Find out more about PSC's cadet program, by joining our virtual event at **6.00 pm on 25 August 2021**. You'll find out about what a day in the life of a cadet looks like and how you can submit your best application. Learn more about the virtual event [here](#).

- Please apply by **midnight, Sunday, 29 August 2021**.

For further information on the role, please contact **Julie-Anne McDougall, Learning and Development Advisor** on [0439 582 536](#).

- We are committed to creating a diverse and inclusive workplace. We encourage applications from all candidates including people with a disability, Aboriginal and Torres Strait islander people and people from all diversity groups, regardless of age, gender, ethnicity, cultural background or sexual orientation.

We are a 2021 Circle Back Initiative Employer – we commit to respond to every applicant.

23rd August 2021

LIKE us on
Traineeship



Construction Trainee x 2

[Port Stephens Council](#)

[12 reviews](#)

Newcastle, Maitland & Hunter

Government & Defence

Government - Local

\$32,755 - \$43,784

Contract/Temp

Posted 2d ago

[More jobs from this company](#)

The Perfect Opportunity

Take control of your future and achieve your professional ambitions by launching your career with PSC!

The Construction Traineeship is the ideal opportunity for the right candidate to take the first steps to a successful and fulfilling career with a recognised industry leader. Combine your studies with work experience to build the perfect foundation for your career, all while receiving professional and financial support in a paid role.

You'll have the opportunity to rotate through our Roads; Construction and Roadside and Drainage teams, where you will work alongside experts in their field who are passionate about their work. As a result, you'll learn to operate basic construction equipment and develop the skills to confidently perform the full scope of duties of a civil construction labourer through on-the-job training involving a variety of general manual labour and equipment-assisted construction and maintenance tasks.

Find out more about your new career [here](#).

At the completion of the Certificate II in Civil Construction, there may be potential to progress to complete a Certification III in Civil Construction.

Your Team

Join a bunch of dedicated and experienced civil construction employees who are passionate about delivering the next civil maintenance related project to our community. They are an extremely hard working team who are willing to share their knowledge of civil construction with you.

Enough about us, we want to hear about you! So tell us about...

- Why you want to complete a Certificate II in Civil Construction and your commitment to completing the traineeship.
- Your genuine interest in Civil Construction.
- Please upload your most recent school/ academic record.

Please note: Only the criteria above needs to be addressed in the application, however you'll be assessed against the full list of Essential Criteria located within the attached Position Description.

We want you to love PSC as much as we do, so here's what's included:

- **Total remuneration package range:** \$32,755 - \$43,784 pa based on a 38 hour week (includes 10% superannuation + retention allowance)
- Full payment of relevant fees associated with the traineeship in accordance with the PSC Apprentice, Trainee, Cadets and Scholarship guide.
- You're provided with leave to attend class or if studying by distance education, up to 7 hours per week to complete course requirements.
- The opportunity to participate in networking events where you can socialise with PSC Apprentices, Cadets and Trainees in order to develop your own professional social networks.

Ready to change your outlook and kick start your career at PSC?

- Find out more about PSC's cadet program, by joining our virtual event at **6.00pm on 25 August 2021**. You'll find out about what a day in the life of a trainee looks like and how you can submit your best application.
- Please apply by **midnight, Sunday, 5 September 2021**.

For further information on the role, please contact **Julie-Anne McDougall, Learning and Development Advisor** on [0439 582 536](tel:0439582536).

- We are committed to creating a diverse and inclusive workplace. We encourage applications from all candidates including people with a disability, Aboriginal and Torres Strait islander people and people from all diversity groups, regardless of age, gender, ethnicity, cultural background or sexual orientation.

We are a 2021 Circle Back Initiative Employer – we commit to respond to every applicant.

23rd August 2021

LIKE us on
Traineeship



WHS Trainee

[Port Stephens Council](#)

[12 reviews](#)

Newcastle, Maitland & Hunter
Human Resources & Recruitment
Occupational Health & Safety

\$32,755 - \$49, 653

Contract/Temp

Posted 2d ago

[More jobs from this company](#)

The Perfect Opportunity

Are you interested in a career in Work Health and Safety (WHS)? If you are passionate about learning about all of the facets that make up a career in WHS, then launching your career at PSC is the perfect way to help you achieve your professional ambitions to become a WHS professional.

The WHS Traineeship is the ideal opportunity for the right candidate to take the first steps to a successful and fulfilling career with a recognised industry leader. You will have the opportunity to complete a Certificate IV in WHS with work experience to build the perfect foundation for your career, all while receiving professional and financial support in a paid role.

You'll work alongside our WHS team who are passionate about their work and truly are experts in their field. As the WHS Trainee you'll work with this team of industry leaders to develop your WHS skills and provide professional support in the provision of WHS activities across Council.

As part of the WHS team you'll provide assistance and support in areas including:

- General WHS practice management
- Safety compliance
- Injury management
- Health and wellness
- Aspects of enterprise risk, as they may relate to, or complement, safety and wellbeing risks

Find out more about your new career [here](#).

Your Team

Our WHS team is not your average 'run of the mill' team. As well as being a collaborative group of high achievers, they are a team who looks for innovative solutions to WHS challenges. So if you an innovative thinker, who is prepared to put forward ideas, you will fit right in.

Enough about us, we want to hear about you! So tell us about...

- Why we need you! What makes you the ideal candidate for the traineeship and how it fits with your career aspirations
- Please upload your most recent education/academic record

Please note: Only the criteria above needs to be addressed in the application, however you'll be assessed against the full list of Essential Criteria located within the Position Description. In addition, you will need to upload copies of your academic transcripts with results and academic certificates.

We want you to love PSC as much as we do, so here's what's included:

- **Total remuneration package range: \$32,755 - \$49, 653 pa** based on a 35 hour week (includes 10% superannuation + retention allowance)
- Full payment of the relevant fees associated with the traineeship in accordance with the PSC Apprentice, Trainee, Cadets and Scholarship guide
- You're provided with leave to attend class or if studying by distance education, up to 7 hours per week to complete course requirements.
- The opportunity to participate in networking events where you can socialise with PSC's Apprentices, Cadets and Trainees in order to develop your own professional and social networks

Ready to change your outlook and kick start your career at PSC?

Find out more about PSC's traineeship program, by joining our virtual event at **6.00 pm on 25 August 2021**. You'll find out about what a day in the life of a trainee looks like and how you can submit your best application. Learn more about the virtual event [here](#).

- Please apply by **midnight, Sunday, 5 September 2021**.

For further information on the role, please contact **Julie-Anne McDougall, Learning and Development Advisor** on [0439 582 536](tel:0439582536).

23rd August 2021

LIKE us on



Traineeship

Junior Administrator Assistant Traineeship

Located in Newcastle, we are looking for a **Junior Administration Assistant** to begin a full time traineeship & gain a certificate III in Business!

Please note that to be eligible for this traineeship you cannot hold a qualification higher than a Certificate III - this is an entry level role where a qualification is obtained

Have you completed year 12 & is someone who shows initiative, integrity, thoroughness with your work, able to work well in a team, excellent time management skills & is customer service orientated? We would love to hear from you!

Skills Required

- Must have advanced Computer Skills and be proficient in using Microsoft Office - including Outlook, Word & Excel etc.
- General Office Duties, answering phone, filing, etc.
- Demonstrate exceptional customer service skills, over the phone and in person, with our customers
- A high level of communication skills, including literacy & Numeracy (Written & Verbal)
- Excellent Time Management
- Answer queries from customers and trades
- A positive attitude and willingness to learn all aspects of the business
- Work with a high attention to detail
- Ability to juggle multiple tasks
- Self-Starter with the ability to work independently and as part of the team
- Honest & reliable, excellent work ethic
- Friendly and Professional manner

If the above sounds like you, then hit apply today!

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Employer.

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

23rd August 2021

Traineeship LIKE us on



ICT Systems Support Trainee

Kickstart your career in IT - APPLY NOW for the Microsoft Traineeship Program!!!

If you're a superstar candidate who is;

- Working in IT and looking to further develop your IT career
- Naturally curious, keen to learn and a great communicator
- Genuinely passionate about technology and driven to build a career in IT
- Want to get paid to learn
- Ready to commit to the Microsoft Traineeship Program for up to 24 months

Then we want to hear from you!

Please note, anyone with a prior Certificate IV or above qualification, including Diplomas and University studies from Australia or Overseas, will NOT be eligible to undertake this traineeship

With Australia's IT industry rapidly growing, the demand for talented, knowledgeable, and experienced individuals has never been higher.

About the Microsoft Traineeship Program

The Microsoft Traineeship Program offers you an opportunity to secure both IT knowledge and paid work experience, creating a platform that you can use to build an amazing future career. If you're ready to give your technology/IT career a kickstart, the Microsoft Traineeship Program is a great way to get ahead and earn while you learn. Once you've completed your traineeship, you'll have the expertise, experience, nationally accredited qualification, and Microsoft global certification you need to take the next step in your career or further your education.

How does the Microsoft Traineeship Program work?

The Microsoft Traineeship Program is designed to support budding technology/IT professionals take the first step in their career.

When you join the Microsoft Traineeship Program, MEGT will be your legal employer. This means we will pay your wages and monitor your training while you are placed with a Host Employer within the Microsoft Australia partner network.

Working with partners MEGT and Registered Training Organisations, you'll get valuable on-the-job experience while you work towards a nationally accredited qualification - a Certificate IV in Information Technology Networking.

Your benefits as a trainee?

- While MEGT will be your legal employer, you'll be placed with one of Australia's leading IT businesses
- You'll gain IT knowledge, practical work experience, and professional connections to help you accelerate your future career in IT
- A platform to continue building a successful career in IT
- In-demand, industry recognised knowledge and experience
- Gain a Certificate IV in Information Technology
- The Microsoft Traineeship Program will also see you gain some of the latest cloud computing Microsoft certifications as part of the Azure Administrator Certification Track
- Personalised mentoring throughout your training

There may even be an opportunity for you to continue working for your Host Employer as a permanent team member at the completion of your traineeship

About Us

Established in 1982, MEGT matches businesses with the best talent across Australia. Our core focus is to provide job seekers with the chance to gain a nationally recognised qualification, practical hands on industry



Telecommunications Traineeship - Forster

Programmed Training Services in partnership with Telstra, Australia's leading Telecommunications organisation are looking for energetic, empowered individuals who are looking at becoming leaders of the future for Telstra and the ICT Industry.

To be considered for the opportunity you will need the following skills & attributes:

- Professional and polite communication
- Enjoy working in a team environment
- Positive attitude and safety first approach
- Be technically minded
- Drivers Licence
- Physically fit for the role plus the ability to undergo a pre-employment medical and drug alcohol screening
- Ability to undertake a police check

You will be rewarded with:

- 2 Year Traineeship
- Full-time fixed term employment for 2 years
- Paid full-time wages
- 4 weeks annual leave per year
- Up to Certificate IV level training provided
- Safety (PPE) equipment, tools and uniforms are provided
- On-going coaching, support and mentoring from qualified professionals

We have positions available in the following locations:

NSW Coffs Harbour, Kempsey, Forster | **QLD** Roma, Cloncurry | **WA** Kununurra, Port Hedland, Broome
| **NT** Darwin, Alice Springs | **TAS** Hobart

Who we are

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

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

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

So it's over to you. If you would like to join our team, APPLY now.

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

23rd August 2021

LIKE us on
Traineeship



RETAIL TRAINEESHIP

Who we are:

Total Pumps & Irrigation is a family owned Pump & Irrigation business in Cessnock, NSW. Supplying, Installing and Servicing pumps and irrigation equipment to commercial, agricultural & domestic markets.

What you will be doing:

You will complete a Certificate III Retail over 24 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience.

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

- Greet and respond to customer enquiries.
- Counter Sales - using POS with integrated Eftpos, handling cash, deliveries etc.
- Customer Service - Build relationships with customers at a high standard, In person & over the phone.
- General workplace house keeping.
- Answering & directing all incoming calls to the appropriate team members/departments.
- Receiving & rotating stock, check pricing & putting away in a timely manner.

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

- Commitment to both on and off the job training.
- Have a positive and approachable attitude, that will see you manage a variety of internal and external enquiries.
- Have pride in your appearance & keep well groomed.
- Process good communication skills both written & verbal.
- The ability to multi task, time management & prioritize - this role deals with multiple distractions throughout the day.
- High level of attention to detail & willingness to learn.
- Ability to self manage & work independently as well as part of a team.
- Be physically fit to preform manual tasks.
- Work safely and follow instructions.
- Current drivers license.

What we offer:

This is an immediate full time starting position with a long established local company where you are a person not just a number.

When Applying:

Please include a cover letter with your up to date resume explaining your capability and suitability for the position.

Thank you for your application. Only successful applicants will be contacted.

23rd August 2021

LIKE us on



Traineeship

Digital Service Representative Traineeship - Toronto

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.

What's in it for me?

Being a HVTC trainee opens the door to working for industry leaders via our key connections with major local employers.

Being a HVTC trainee means you have ongoing job security! Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; Become qualified without getting yourself into debt and actually earning an income!

Throughout your traineeship, you will be able to take advantage of our exclusive employee benefits, which include:

- One-on-one coaching and development from a dedicated mentor
- Individual and group safety training with our team of experts
- Discounted health insurance
- Discounted gym memberships
- Alumni program to support you post qualification
- Reward and recognition programs
- Commbank Workplace Banking Program to give you financial advice (and retail discounts!)
- Health and Wellbeing initiatives, campaigns, and competitions through HVTC's Committee (there might even be some prizes up for grabs!).
- 24/7 confidential counselling through our Employee Assistance Program (EAP) provider

What you'll be doing...

Service NSW is a customer focused organisation, passionate about delivering a great customer experience, every day in every way. Their mission is to simplify the way customers do business with government and to transform their customers' experience through excellent service and quality at an optimal cost to serve.

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

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

- Provide and deliver services in a timely, accurate and efficient manner, consistent with Service NSW vision, mission and values
- Undertake administrative work to support the provision of service delivery as required
- Persuade, assist and educate customers to transact online using relevant technology
- Make effective use of records, information and knowledge management functions and systems
- Refer customers to the appropriate channels of service by understanding a variety of policies and procedures

What you'll bring to the table...

- Ability to provide high quality customer service in a fast paced 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 prioritise duties and multitask
- Confidence to handle challenging situations and resolve enquires in a calm and focused manner
- Flexible and adaptable during times of change to contribute to the team's strategic goals
- Successfully pass a National Police Check

23rd August 2021

LIKE us on
Traineeship



Warehousing Traineeship

Interested in Warehousing, Goods Dispatch, Forklift Operation and Customer Service????

MAP Recruitment is currently working in partnership with several Newcastle companies that are requiring Supply Chain Operations Trainees to start immediately.

This is a great opportunity for a person wanting to start a career in Supply Chain Operations and gain a Certificate III Qualification.

MAP Recruitment is committed to building a diverse and inclusive workplace - female applicants are encouraged to apply.

As a Trainee in Warehousing, you will typically learn how to master the following: -

- Work health and safety
- Storing, receipt and dispatch
- Customer service
- Product knowledge and handling skills.
- Develop enhanced workplace communication skills, while working in a team
- Identify safe work practices and how to work safely in a warehouse environment.
- Understand the day-to-day functions of transport and logistics.

About you

- Genuine interest in pursuing a career in the warehouse and storage industry.
- Appreciation in working safely and following instructions.
- Demonstrated accuracy, numeracy, and literacy skills
- Good attendance record
- Can do attitude & willingness to commit to structured training.
- Ability to work in a team.
- Forklift & P1 Drivers licence or higher is desirable.

If you are looking to start a traineeship in this field, please provide a resume and cover letter addressing the above-mentioned requirements and willingness to take on an entry level role.

Should require further information please do not hesitate to contact the MAP office.

02-[49421154](tel:49421154) [link removed]

23rd August 2021

LIKE us on
Traineeship



Finance Traineeship

What's in it for me?

Being a HVTC trainee means you can become qualified while actually earning an income and without getting yourself into debt.

Throughout your traineeship, you will be able to take advantage of our exclusive employee benefits, which include:

- One-on-one coaching and development from a dedicated mentor
- Individual and group safety training with our team of experts
- Discounted health insurance
- Discounted gym memberships
- Alumni program to support you post qualification
- Reward and recognition programs
- Commbank Workplace Banking Program to give you financial advice (and retail discounts!)
- Health and Wellbeing initiatives, campaigns, and competitions through HVTC's Committee (there might even be some prizes up for grabs!).
- 24/7 confidential counselling through our Employee Assistance Program (EAP) provider

What you'll be doing...

You will complete a Certificate III Business Administration over 12 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with HVTC.

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

- Assist in all areas of the finance department including accounts receivable, accounts payable, payroll, accounting, and student administration
- Debtor management including debt collection, report analysis and statements
- Organising creditor invoicing, payments, and allocations to GL accounts
- Set up new starters in our payroll system, payroll processing and weekly/monthly reporting
- Support with all accounting needs such as journals, GL Tables and cash flow forecasting
- Assist with student claims and reimbursements
- Carry out other duties that are within the limits of trainee skills, competence and ability as required by HVTC

What you'll bring to the table...

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

- Demonstrated interest in Accounting and Finance
- Strong computer literacy and previous use of Microsoft Office Suite
- Excellent written and verbal communication skills
- Ability to engage with others and work as part of a team
- Commitment to both on and off the job training
- Ability to maintain confidentiality
- Strong mathematical skills and ability
- Flexible attitude to work and strong organisational skills

What to do next

SEEK

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application.

Youth Links



23rd August 2021

LIKE us on



Traineeship

IT Technician Trainee

If you're a superstar candidate who is;

- Working in IT and looking to further develop your IT career
- Naturally curious, keen to learn and a great communicator
- Genuinely passionate about technology and driven to build a career in IT
- Want to get paid to learn
- Ready to commit to the Microsoft Traineeship Program for up to 24 months

Then we want to hear from you!

****Please note, anyone with a prior Certificate IV or above qualification, including Diplomas and University studies from Australia or Overseas, will NOT be eligible to undertake this traineeship****

With Australia's IT industry rapidly growing, the demand for talented, knowledgeable, and experienced individuals has never been higher.

About the Microsoft Traineeship Program

The Microsoft Traineeship Program offers you an opportunity to secure both IT knowledge and paid work experience, creating a platform that you can use to build an amazing future career. If you're ready to give your technology/IT career a kickstart, the Microsoft Traineeship Program is a great way to get ahead and earn while you learn. Once you've completed your traineeship, you'll have the expertise, experience, nationally accredited qualification, and Microsoft global certification you need to take the next step in your career or further your education.

How does the Microsoft Traineeship Program work?

The Microsoft Traineeship Program is designed to support budding technology/IT professionals take the first step in their career.

When you join the Microsoft Traineeship Program, MEGT will be your legal employer. This means we will pay your wages and monitor your training while you are placed with a Host Employer within the Microsoft Australia partner network.

Working with partners MEGT and Registered Training Organisations, you'll get valuable on-the-job experience while you work towards a nationally accredited qualification - a Certificate IV in Information Technology Networking.

Your benefits as a trainee?

- While MEGT will be your legal employer, you'll be placed with one of Australia's leading IT businesses
- You'll gain IT knowledge, practical work experience, and professional connections to help you accelerate your future career in IT
- A platform to continue building a successful career in IT
- In-demand, industry recognised knowledge and experience
- Gain a Certificate IV in Information Technology
- The Microsoft Traineeship Program will also see you gain some of the latest cloud computing Microsoft certifications as part of the Azure Administrator Certification Track
- Personalised mentoring throughout your training

There may even be an opportunity for you to continue working for your Host Employer as a permanent team member at the completion of your traineeship

About Us

Established in 1982, MEGT matches businesses with the best talent across Australia. Our core focus is to provide job seekers with the chance to gain a nationally recognised qualification, practical hands on industry experience whilst earning a full-time wage!

By submitting your application, you are providing your consent for your personal information to be shared with the partners involved in the Microsoft Traineeship Program

23rd August 2021

LIKE us on



Traineeship

Business Administration Traineeship

About the business

Insight Building Services is a Newcastle based construction company delivering high quality Office Fitouts, Building Refurbishments and New Build Construction Projects from design through to completion.

About the role

Be paid to complete a Certificate III in Business Administration!

While working full-time at Insight, you will undertake extensive training in:

- Reception duties
- Spreadsheets and word processing
- Customer service
- Maintaining business resources
- Accounts payable and receivable
- Payroll
- Data entry
- Marketing
- Fleet management
- Workplace health and safety
- ...and much more

Benefits and perks

You will be working Monday to Friday in our beautiful Adamstown office space within a supportive, fun and energetic team. We have plenty of free parking and are a stone's throw from Westfield Kotara. Employment conditions and wages will be in line with the Clerks – Private Sector Award 2010 (MA000002) and National Training Wage.

Skills and experience

To be eligible for this role, you will have:

1. Completed Year 12 by November 2021 or have administration experience;
2. Great written and verbal communication skills;
3. Attention to detail; and
4. A drivers licence and reliable vehicle.

Apply now

Send a professionally structured email to mail@insightbuildingservices.com.au. The email should demonstrate your writing ability and address each of the 4 'Skills and experience' requirements.

Please attach your up-to-date resume only.

HOT TIP: There will be no need to attach a cover letter because you will have included everything we need to know about you in the body of the email.

Applications submitted through the Seek website will not be considered for the role. No employment agencies please.

Youth Links



careerlinks
young people, bright futures

23rd August 2021

LIKE us on



Traineeship

Scaffolding Traineeships x10

Our client is a leading single-source provider of specialised construction and industrial services to the worldwide energy and infrastructure sectors. Their extensive portfolio of specialised industrial service offerings include scaffolding, coatings, insulation, refractory, forming & shoring, cathodic protection, mechanical services and other related crafts.

Due to ongoing Hunter Valley mine site contract requirements, we have a unique opportunity where we are currently looking to engage a **minimum of 10 new industry entrants on a permanent basis.**

Successful applicants will be engaged onsite in the Hunter Valley and exposed to a number of Muswellbrook-area mine sites. You will be enrolled in a Certificate III in Scaffolding, and receive the opportunity to complete working at heights, confined space, EWP and forklift tickets. Training will be hands on as well as TAFE-based for one day per week.

Our client pays to an industry competitive EBA and as such our Trainee permanent rate commences at approximately **\$35/hr plus overtime.**

Key Role requirements are:

- 18 years old minimum
- Strong commitment to safety
- Ability to pass medical and ongoing health/fitness for work screening
- Ability to travel to/start work from Muswellbrook daily

New industry applicants, female applicants, and Aboriginal and Torres Strait Islander applicants are encouraged to apply for these roles.

To be considered: Please forward resumes along with an accompanying covering letter outlining your reasons for applying.

Trainee Position - Certificate III Early Childhood Education & Care

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

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

Cameron Park Early Learning Centre is a well-established, highly reputable Early Childhood service, catering for 94 children per day, ages 6 weeks to 6 years.

We are currently seeking a motivated and dedicated candidate to fulfil a full-time, Certificate III Traineeship position commencing immediately.

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

- Complete a Working With Children Check before commencing position
- Study via correspondence during work hours and after hours
- Commit to a 12 month contract with our company
- Attend a monthly, half hour staff meeting on a Thursday evening

The successful candidate will be welcomed into a friendly and supportive team environment.

No experience necessary, however, passion, dedication and a solid work/study ethic are a must. Please email cover letter, full resume and 2 current references to: catherine@cplc.com.au

Applications close Friday 27th August 2021.

23rd August 2021

LIKE us on



Traineeship

Customer Service Representative Traineeship - Broadmeadow

Would you like to work in the banking industry?

Our client looks to make their customers and communities better off and they've been doing that for 140 years offering some of the most competitive products in the market.

We have a great opportunity now available for an eligible and enthusiastic trainee to complete a 12 month Traineeship based in Broadmeadow. Our client's Traineeships comprise of a one year entry level program combining on-the-job training with a nationally recognised qualification, a Certificate 3 in Business and are a wonderful opportunity to kickstart a career.

As a trainee, you will learn all about retail banking and its operations and the policies, systems and processes that underpin it. You will also learn invaluable skills in sales and customer service disciplines as well as knowledge of the financial products and services that our client offers.

This is an excellent opportunity for a person to kick start their career in financial services and develop skills and experience in a service and sales focused customer interactive banking environment.

To ensure you are successful as a trainee we will need you to:

- Meet the eligibility criteria outlined below
- Want to work in a face to face customer environment and learn the key skills required to provide the very best sales and service to our members
- Have a professional appearance and approach to work, be diligent and work with integrity and honesty
- Be outgoing and have the confidence to talk to all types of people
- Have a high level of digital literacy and be confident in your computer skills
- Display initiative and pride in all work tasks and love working as part of a team to achieve goals
- Be able to balance work and study commitments
- Be able to apply your learnings and experience on the job and eager to develop your skills
- Be able to follow instructions and procedures carefully and assimilate and retain information.

Eligibility Criteria:

To be eligible to undertake this traineeship, you will need to meet the following criteria:

- Be an Australian citizen or have permanent residency status
- Have completed your Higher School Certificate (or equivalent)
- **Not hold a qualification higher than Certificate 2 level or be enrolled in another tertiary qualification**
- Be willing and able to work and study full time (includes up to 7.5 hours of study per week)
- Be committed to completing all of the necessary elements of a training contract
- Have your own or access to transport to get to other locations as needed from time to time (only occasionally as part of training)
- Have a positive academic track record in achievement at school and other aspects such as employment, work experience, volunteer or community work, sport and/or extracurricular activities.
- Be prepared to work in other branches from time to time in the Illawarra region and travel to Wollongong for training purposes as required (expenses covered).

Please note: Employment will be for the duration of the Traineeship only (up to 12 months), and may lead to a permanent position.

23rd August 2021

LIKE us on
Traineeship



Sales & Support Business Traineeship

****Exciting office based position for entry level professional****

Based in Broadmeadow & only 15 minutes from the City of Newcastle, our Sales and Support Traineeship is an ideal opportunity for individuals looking to take the first steps to a successful and fulfilling career with a leading distributor of building products. Our business has a strong 54 year history & owns a unique position in the market, as we also manufacture & install products.

You will be energetic and motivated to develop your skills and qualifications through a combination of on-the-job experience in a supportive team environment and formal training. The Sales & Support role is primarily a technical sales role but will also include a range of tasks & responsibilities to ensure all facets of the business run smoothly.

As a Trainee, you will complete a Certificate III in Business over a 12 month period whilst gaining valuable hands on industry experience.

What will you be doing?

The successful applicant will provide sales and technical support to customers, which will include duties such as:

- Developing sales skills & providing technical support to customers
- Counter sales & responding to incoming telephone calls
- Generating operational paperwork which includes orders, invoicing, sales credits and service related documentation
- Attending and contributing to communications meetings
- Maintaining customer confidence by keeping information confidential
- Assisting to pack and prepare orders
- Maintaining display stock in presentable condition

What are we looking for?

Our ideal candidate will have:

- Strong communication skills
- A high level of initiative & attention to detail
- A friendly and positive attitude
- Willingness to learn and be a team player
- Current drivers licence (desirable)
- Good analytical and technical skills
- Knowledge of Microsoft Office

What's in it for you?

- Earn a weekly income on the national award rate
- Gain valuable life skills & experience within a successful business
- Complete a nationally recognised qualification - Certificate III in Business
- Have a mentor to support and guide you during your Traineeship
- Work in a supportive workplace environment

As this is an entry level job we don't expect you to have a lot of experience, so please include a covering letter outlining how you stand out from the crowd and that you have the skills and attributes we are looking for.

We hope to receive your application soon, please apply below.

23rd August 2021

LIKE us on



Traineeship

Trainee Receptionist / Administration Assistant

If you are looking to work with a multi-award-winning organisation with a great culture that has growth opportunities, is challenging, embraces technology, and is rewarding, then this is for you.

Our firm offers the opportunity to get paid to learn while you gain valuable, hands-on experience in the accounting industry. With a focus on business management, you can achieve a Certificate III in Business Administration all at the same time via a traineeship and based from our Lake Macquarie office, working Monday to Friday.

There is no sitting on the sidelines for our team members, nor are there any princesses, so to be considered for this role, you must have excellent communication skills, a keen desire to get involved, and have a professional presentation.

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

- Meeting and Greeting clients & guests
- Answering and directing telephone calls
- Diary management & appointment booking
- Meeting room management
- Incoming & outgoing mail
- Ordering & Stock control
- Admin support to management & staff
- Data entry
- Day to day office tasks and General Administration duties

You will need to possess the following:

- A driver's licence
- A high level of maturity and awareness, not necessarily age-dependent
- An ability to communicate in a clear, concise and confident manner
- A passion for exceptional customer service
- Ability to problem solve
- Proven organisation and time management skills
- Strong attention to detail
- Ability to handle confidential and sensitive information
- A positive and flexible approach to all tasks
- Proficient and working knowledge of Microsoft Office applications including Outlook, Excel and Word

** Experience with Xero and cloud-based solutions, even better. Previous accounting and tax experience are desirable but not essential.

We are not your typical old-school accounting firm. If you enjoy meeting people and building quality relationships with our clients, this is the firm for you. However, if you would rather sit in a cubicle then look elsewhere, that's not how we roll.

If you like things to be organised, take pride in making sure everything is just right, and if this sounds like a place you would like to work, then don't be shy; please apply

23rd August 2021

LIKE us on
Traineeship



Warehousing Traineeship

Who we are

As a nationally recognised training organisation, Programmed Training Services helps you become fully qualified by offering a range of apprenticeship and traineeship opportunities.

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.

What we are looking for

Programmed in conjunction with Hunter Valley based mining operations are currently seeking candidates wanting to pursue a Warehousing career. This is a 2 year traineeship arrangement working in the Hunter Valley mining industry. The warehouse is the Hub of the mine site and is a very busy environment

This traineeship will suit an individual who is

- Safety Focused
- Highly motivated and a self-starter
- Hard working, flexible and reliable
- Ability to work in a fast paced demanding and high pressured environment
- Team Player
- Ability to problem solve
- Basic computer skills
- Ability to lift up to 15kgs
- Forklift licence or willing to obtain
- Driver's Licence is Mandatory

In return we will offer you:

- A Nationally Recognised Qualification - Certificate III Warehousing
- 24 month Traineeship
- Online training - Must be willing to complete in own time
- Paid full-time wages - Up to 9 hour shift (min 35 hour week)
- On the job training working alongside qualified and experienced stores people in the industry
- Ongoing coaching, mentoring and support
- A safe, positive and energetic work environment
- Annual Leave, Sick Leave and Public Holiday pay for the duration of the traineeship
- Training course paid for

This position will require the successful applicant to undergo an order 43 coal board medical including drug & alcohol testing.

Who we are

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

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

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

So it's over to you. If you would like to join our team, APPLY now.

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

23rd August 2021

LIKE us on
Traineeship



Belt Splicing Traineeship

REMA TIP TOP is a market leading multi-national organisation, providing world-wide support services in the mining and industrial sectors, as well as a leading supplier of tyre repair materials in the automotive sector. We provide rewarding careers for over 500 employees in Australia alone.

Due to continued growth and the recent acquisition of some exciting new contracts, **REMA TIP TOP** Academy are excited to provide a career pathway for New South Wales, with several positions on offer to undertake our Belt Splicing Traineeship. As a quality private RTO employing some of the most highly proficient trainers in the industry, you are guaranteed a quality training experience.

The Traineeship:

You will learn all aspects of conveyor belt maintenance including installation, repairs, replacements, inspections and quality assurance

- The learning will comprise of theory and practical hands-on training in our workshop and client sites within Newcastle, Upper Hunter and occasional travel to Central West
- You will work towards obtaining a Nationally Recognised Qualification (Cert III Polymer Processing)
- The duration of this comprehensive Traineeship is 2 years on a full-time (paid) basis

• **Prerequisites:**

Completed a year 10 ROSA

- Must be a minimum of 18 years of age due to site requirements.
- Previous experience working in mining, manufacturing and/or construction is desirable
- Motivation to succeed and willingness to learn
- Current Australian drivers licence

• **The Benefits:**

Guaranteed future with ongoing high levels of demand for Belt Splicers across the resources industry

- Earn above award wages while you learn and study - employed directly with Rema Tip Top
- Obtain a Nationally Recognised Qualification
- 24 hour EAP access to all employees and their families
- A number of employee benefits including discounts on travel, car rentals and corporate loan packages

- Crews of genuine, down to earth supervisors that are experts in their field

If you are suitable for the position, please apply now via Seek.

please note: all potential employees will be required to complete pre-employment screening including medical (with Drug and Alcohol and fitness components)

23rd August 2021

LIKE us on
Traineeship



Project Management Traineeship Opportunities in Newcastle - Join Transport for NSW in 2022!

- Get hands on training and experience whilst obtaining a nationally recognised qualification!
- Be challenged with real work from day one
- Work directly on industry leading projects
- Positions based in Newcastle

Kick start your career with NSW's leading Transport Agency! Get paid to learn in-demand skills and gain valuable experience in managing and delivering project life cycles.

Transport for NSW is currently accepting applications for its 2022 Project Management Traineeship

About the team

The Regional and Outer Metropolitan division is focused on understanding the particular needs of regional communities across NSW and delivering customer-centred integrated transport services and infrastructure.

What's on offer?

- 2- year, fixed term full time Project Management Traineeship
- Certificate IV in Project Management Practice qualification on completion
- Apply the knowledge gained through your studies, relating to managing and delivering project life cycles into real life situations and projects that positively impact the community of NSW
- Make a real difference to your community through once-in-a-generation experience across some iconic projects in Regional NSW
- Develop your soft skills like communication, problem solving and teamwork
- Work with and learn from qualified professionals on multiple project opportunities
- Opportunity to experience working in different Transport locations

About you:

- Proactive team player with a great attitude and commitment to being your best
- Willingness to learn and ability to manage your time and priorities effectively
- Ability to work to time constraints and handle tasks with discretion and confidentiality
- Completed **Year 12** or hold the Higher School Certificate or equivalent
- You have demonstrated intermediate level computer literacy
- You are an Australian/NZ citizen or an Australian Permanent Resident
- You are able to commence full time employment in January 2022
- You will have reliable transport to travel to the office

We take the WH&S and the management of fatigue of our employees seriously. Therefore, to be successful in this role it is a requirement that you must reside within a reasonable distance from your identified Headquarters/depot.

Check out our Role Description [here](#) & Information Pack [here](#) before applying

Please click [here](#) for a video to know more about the program

Salary

Your salary will be based on the year you completed Year 12 HSC.

Please have a look at the details below

Year 12 Weekly Wage(paid on fortnightly basis)

School leaver	\$433.80
Plus 1 year out of school	\$505.90
Plus 2 years	\$586.90
Plus 3 years	\$671.40
Plus 4 years	\$671.40
Plus 5 years or more	\$671.40

Interested?

If you are 16 years of age or over, you can apply today!

Whether you're a school-leaver, re-entering the workforce or an adult simply wishing to change careers this is the perfect opportunity so don't miss out!

Joining Transport for NSW, you'll have access to a range of unique government benefits in a flexible work environment like no other. If you're ready to step into this meaningful and rewarding role, we want to hear from you!

23rd August 2021

LIKE us on
Traineeship



Business Traineeship Opportunities in Newcastle - Join Transport for NSW in 2022!

- Get hands on training and experience whilst obtaining a nationally recognised qualification!
- Be challenged with real work from day one
- Work directly on industry leading projects
- Positions based in Newcastle

Kick start your career with NSW's leading Transport Agency! Get paid to learn in-demand skills and gain valuable experience in business and project support.

Transport for NSW is currently accepting applications for its 2022 Business Traineeship Program

About the team

The Regional and Outer Metropolitan division is focused on understanding the particular needs of regional communities across NSW and delivering customer-centred integrated transport services and infrastructure.

What's on offer?

- 2- year, fixed term full time Business Traineeship
- Certificate IV Business qualification on completion
- Complete a structured training program with hybrid approach to lessons (virtual/face-to-face) and work
- Make a real difference to your community through once-in-a-generation experience across some iconic projects in Regional NSW
- Develop your soft skills like communication, problem solving and teamwork
- Gain experience supporting Transport projects across regional NSW
- Opportunity to experience working in different Transport locations

About you:

- Proactive team player with a great attitude and commitment to being your best
- Willingness to learn and ability to manage your time and priorities effectively
- Ability to work to time constraints and handle tasks with discretion and confidentiality
- Completed **Year 12** or hold the Higher School Certificate **OR** equivalent
- You have demonstrated intermediate level computer literacy
- You are an Australian/NZ citizen **OR** an Australian Permanent Resident
- You are able to commence full time employment in January 2022
- You will have reliable transport to travel to the office

We take the WH&S and the management of fatigue of our employees seriously. Therefore, to be successful in this role it is a requirement that you must reside within a reasonable distance from your identified Headquarters/depot.

Check out the Business Trainee **Role Description** [here](#) and make sure take a sneak peek at our **Information pack** [here](#) before applying

Please click [here](#) for a video to know more about the program

Salary

Your salary will be based on the year you completed Year 12 HSC.

Please have a look at the details below

Year 12 Weekly Wage(paid fortnightly)

School leaver	\$433.80
Plus 1 year out of school	\$505.90
Plus 2 years	\$586.90
Plus 3 years	\$671.40
Plus 4 years	\$671.40
Plus 5 years or more	\$671.40

Interested?

If you are 16 years of age or over, you can apply today!

Whether you're a school-leaver, re-entering the workforce or an adult simply wishing to change careers this is the perfect opportunity so don't miss out!

Joining Transport for NSW, you'll have access to a range of unique government benefits in a flexible work environment like no other. If you're ready to step into this meaningful and rewarding role, we want to hear from you!

23rd August 2021

LIKE us on
Traineeship



Junior Administration Traineeship

We are seeking an enthusiastic & positive candidate who is looking for a wonderful opportunity to enter the real estate industry in an Administration Traineeship Role.

ABOUT US

Meeks Real Estate is a family owned business that has been successfully operating for more than 10 years. We pride ourselves on providing excellent communication and service to all our clients whilst continuing to grow. We are passionate and invested in providing continual professional and personal growth to all our staff. We have committed ourselves to intensive systems coaching and development and are aligned with award winning industry leaders in this area. We strive to deliver results for our clients with integrity and efficiency.

ABOUT THE ROLE

This Administration position will be undertaken as a Traineeship. This exciting role will give the successful employee the opportunity to obtain their Cert IV in Property Services whilst gaining valuable hands on experience within the real estate industry. You will be supported by an experienced team to assist you in developing your skills and provide formal training.

Your duties and responsibilities will include:

- Creating the best possible 'first impression' for our company.
- Data entry & filing
- Assisting with customer enquiries
- Answering & directing incoming calls
- General reception and administration duties
- Providing assistance to other departments where required
- Ensure reception area and office is clean and tidy at all times

THE IDEAL CANDIDATE FOR THIS ROLE

We are looking for a team player who is passionate, honest and shares a desire to build positive and rewarding relationships with all our valued clients. You will have a passion to learn and grow and a strong desire to become a professional in the real estate industry. Would ideally suit a recent school graduate.

Please email your cover letter explaining why this role in our organisation is of interest to you along with your Resume to: renae@meeksrealestate.com.au.

23rd August 2021

LIKE us on
Traineeship



Administration Assistant Trainee

Due to the ongoing success and growth of the company, we have an exciting opportunity for an Administrative Assistant to join our Newcastle team.

Herbert Construction Group handle a wide range of residential and commercial projects including Insurance repair works, NDIS Home Modifications as well as private works throughout NSW.

We are looking for a dynamic individual to fill a full-time role between the hours of 8am to 4.30pm Monday to Friday. Working days and times flexible for the right candidate

Are you astute, honest, reliable, efficient, a fast learner with GREAT customer service skills and enjoy getting the job done?..... If so, this may be the position for you...!

Skills Required

- Must have advanced Computer Skills and be proficient in using Microsoft Office - including Outlook, Word & Excel etc.
- Advanced knowledge in XERO and XERO payroll
- Good understanding and experience using cloud-based computing tools
- Social media and website editing ideal but not essential
- Previous experience working in Construction or Trade business, Home Insurance
- Experience using Job Management Software
- Reconcile Supplier Orders/Invoices
- Accurate Data Entry
- General Office Duties, answering phone, filing, etc.
- Demonstrate exceptional customer service skills, over the phone and in person, with our customers
- A high level of communication skills, including literacy & Numeracy (Written & Verbal)
- Excellent Time Management
- Answer queries from customers and trades
- Collating documents/data/reports for internal & external stakeholders
- A positive attitude and willingness to learn all aspects of the business
- Work with a high attention to detail
- Ability to juggle multiple tasks
- Self-Starter with the ability to work independently and as part of the team
- Honest & reliable, excellent work ethic
- Good sense of humour
- Friendly and Professional manner

If the above sounds like you, then hit apply today!

Please note that to be eligible for this traineeship you cannot hold a qualification higher than a Certificate III - this is an entry level role where a qualification is obtained

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Employer.

23rd August 2021

LIKE us on



Traineeship

CERT III Government Traineeship Food Retail - FAST FOOD MANAGEMENT

About us

Henny Penny is a locally owned and operated Family Business. We are based in the Newcastle and Hunter region, with outlets ranging from Salamander Bay to Warner's Bay.

Qualifications & experience

- Full On The Job Training provided
- No Previous Experience Necessary, however working with food would be considered an advantage
- Excellent Customer Service Skills required
- A Desire to Learn and Exceed

Tasks & responsibilities

- Food Preparation and Quality Customer Service
- Lead, Coach and Develop your Staff
- The Day-to-Day Running of the Store
- Opening and Closing the Store
- Reconciliation of Daily Cash Register
- Stocktake, Rostering and Ordering Procedures
- Maintaining Compliance with Food Safety and WHS Standards

Benefits

- Working Towards the Completion of a Cert III in Retail
- Gain valuable Experience working in a Team Environment in the Hospitality Industry
- Staff Discounts Apply
- Personal Development Opportunities

Hospitality Traineeship - Bombah Point Cottages

HTN is Australia's largest group employer of hospitality, tourism and food service apprentices and trainees. We are a trusted company who work with a network of highly successful businesses, restaurants and chefs to provide you with a unique opportunity to undertake your career.

Hospitality Traineeship – about the role

As the hospitality trainee you will gain a variety of hospitality skills whilst completing the following duties but not limited to;

- Servicing Cottages - Cleaning and Upkeep
- Maintaining communal areas of the retreat such as kitchen, Group lounge/Dining area & games room.

Work Environment:

Bombah Point Cottages - is a 4.5 star retreat for the eco-conscious traveller. Situated beside Myall Lakes National Park, between Hawks Nest/Tea Gardens & Seal Rocks. Bombah Point Eco Cottages is built on ecologically sustainable principles and we are dedicated to maintaining the unique natural environment.

Due to the location of the position a Drivers Licence is required.

Eligibility

To be eligible to work as an apprentice or trainee in NSW you must either have:

- Australian Citizenship
- Australian Permanent Residency
- New Zealand Passport Holder residing in Australia for more than six months

This position would also be suitable for individuals interested in hospitality and cleaning.

**** HTN are handling all applications for this position...Please apply here! ****

23rd August 2021

LIKE us on
Traineeship



Certificate III Trainee & Diploma Trainee - Fern Bay

Tillys Play and Development Centres are a family owned business that has been providing high quality care and education for children birth to 12 years since 1994.

We are currently looking for a Certificate III & a Diploma Trainee in Early Childhood Education and Care trainee & who is excited to learn and are passionate about Early Childhood Education and Care.

The trainee position is at our Fern Bay centre as we are increasing our educator to child ratios to be above regulatory requirements.

Mature age applicants encouraged to apply.

Working with us will see the following benefits:

- * Certificate III Trainee - 4 days per week - 38 hours
- * Diploma Trainee - 4 days per week - 30 hours
- * Learn from a team of dedicated educators to create a stimulating, positive and inclusive environment.
- * A nurturing work environment that encourages personal and professional development.
- * Tillys Play and Development centres are highly regarded and renowned in the industry for our commitment to providing exceptional care and education to children and for giving extensive support and opportunities to all our staff.
- * Complimentary uniform.
- * Replaced time off the floor for study
- * Excellent facilities and resources.
- * Laptops/computers and iPads in each room for educators.
- * Monthly staff incentives including free movie tickets and gift vouchers.
- * Paid team meetings.

Essential Requirements

- * Must flexible with shift times and days available
- * Passion, enthusiasm and a strong commitment to high quality care and education
- * A commitment to learning and completing your studies
- * Be enthusiastic, motivated, professional, flexible, and reliable
- * You must be committed to your professional development (dedicated on the job study time, training programs, workshops and team networking are also provided)
- * Ability to form and maintain professional relationships with families, children and other Educators
- * Current Working with Children Check - we can help you with this before you start
- * Professional standard of written and verbal communication

You must include in your application a short cover letter outlining why a traineeship in this industry is a qualification you would like to pursue.

Thank you for your interest, we will contact you if we are able to invite you for an interview.

Only shortlisted candidates will be contacted.

23rd August 2021

LIKE us on
Traineeship



Certificate III Early Childhood Educators - Cardiff

Tillys Play and Development Centres are a family owned business that has been providing high quality care and education for children birth to 12 years since 1994. We are currently looking for 2 experienced Certificate III qualified educators to join our team at our Cardiff centre.

Working with us will see the following benefits:

- *Certificate III - 4 Days - Monday - Thursday - 30hours
- *Certificate III - 4 Days - Monday, Tuesday, Wednesday, Friday - 30hours
- * A nurturing work environment that encourages personal and professional development.
- * Paid professional development training of your choice as well as child protection training.
- * Ongoing guidance from an extended management team with over 23 years of knowledge and experience and from fellow educators - some of whom have been with our company since we opened in 1994.
- * High quality, growing service.
- * Complimentary uniform.
- * Excellent facilities and resources.
- * Laptops/computers and iPads in each room for educators.
- * Room for growth within the company.
- * Free influenza vaccinations each year.

Essential Requirements

- * Certificate III in Early Childhood Education and Care or ACECQA approved equivalent qualification.
- *Previous early childhood education experience in an ISS role preferred.
- * A strong commitment to placing value on partnerships with families and their children.
- *Ability to engage with and support children in a play based educational setting
- * Understanding of:
 - National Quality Framework (NQF)
 - Early Years learning Framework (EYLF)
- * Current First-Aid Certificate, Asthma and Anaphylaxis training.
- * Current Child Protection training.
- * Current Working with Children Check.
- * Passion, enthusiasm and a strong commitment to high quality care and education.
- * Professional standard of written and verbal communication

Please attach a cover letter with your resume. Only shortlisted candidates will be contacted.

Youth Links



careerlinks
young people, bright futures

23rd August 2021

LIKE us on



Traineeship

Aged Care Traineeship

Novaskill, in partnership with Calvary, are recruiting for multiple fulltime aged care trainees in Cessnock. Eligible applicants will have the opportunity to enter the ever growing and developing Aged Care industry, by participating in our pre-vocational program in Certificate III in Individual support (Ageing) with the potential to transition into a fulltime paid traineeship.

“Calvary is a charitable Catholic not-for-profit organization, with a focus on Retirement and Aged Care facilities. Calvary operates across six states and territories within Australia. Our mission is to provide health care to the most vulnerable, including those reaching the end of their life. We provide aged and community care, acute and sub-acute health care; and specialist palliative care and comprehensive care for people in the final year of life”

As part of our recruitment process applicants will need to be committed to undertaking our 12-day pre-vocational training program held at the Novaskill Singleton Office, as well as complete 80 hours of unpaid practical placement.

Upon completion successful candidates will obtain a statement of attainment in Certificate III individual Support (Ageing) and will have the opportunity to progress through to a full-time traineeship as an Assistant in Nursing with Calvary.

To be suited to this role candidates will meet the following criteria:

- Have reliable transport
- Have a genuine interest in building a career in Aged Care
- Dedicated to completing required training
- Ability to participate in 80 hours of unpaid practical placement

Please note, for applications to be considered include resume and covering letter.

Trainee Construction Material Testing Technician

Construction Sciences is a national business located in over 52 laboratories and offices across Australia and New Zealand. Our dynamic team provides Construction Materials Testing, Geotechnical Engineering, Subsurface Utility Engineering and Environmental Services. Our strength is providing prompt turnarounds of large volumes of tests, accurately. We are major project specialists.

We are currently looking to recruit **Trainee CMT Technicians**, located at our Warabrook Laboratory. The candidate will be provided with technical expertise and will assist with project management, analysis and reporting.

ABOUT THE ROLE

Responsibilities include, but are not limited to:

- Conducting laboratory and field testing of concrete, aggregates and soils
- Produce clear and concise field and laboratory records and reports
- Weekend work and overtime may be required
- Must will be willing to occasionally travel to remote locations

ABOUT YOU

In order to be successful for this role, you will ideally possess:

- A desire to develop new skills and be enthusiastic about learning
 - Be punctual, reliable, conscientious and courteous
 - A reasonable level of mathematics
 - Basic computer skills
 - Willing to enrol and complete certificate 3 or 4 in laboratory techniques (we pay)
 - Able to comply with our Drug & Alcohol policy
- *To be considered please indicate in your application/cover letter that you hold a P Plate manual drivers licence.***

23rd August 2021

LIKE us on
Traineeship



Trainee Dump Truck Operator

Job Highlights

- Entry Level role into the Mining Industry
- 12 month Traineeship
- Muswellbrook local mine

About the Role

WorkPac are seeking applications from those who would like to undertake a Certificate III in Surface Extraction Operation based at a mine site local to the Muswellbrook area. The successful candidates will be committed to the completion of their Traineeship and will be required to operate on a 4 panel roster- 12.5 hour shifts or 7 hour shifts available.

Candidates that have operated machinery before in a Civil or Agriculture background are encouraged to apply.

Please Note: This is a residential role, no FIFO or camp facilities are available. Applicants must have accommodation in the Hunter Valley region for an application to be considered. Evidence of residential will be required on progression of application.

Duties and Responsibilities

- Operate machinery in a safe manner
- Commit to day and night shifts and weekends
- Contribute to meeting KPI targets within the coal production environment

Skills and Experience

- Have a strong and honest work ethic
- A current unrestricted manual Driver's Licence
- Ability to pass a Coal Board Medical including a D&A test
- MUST be able to provide a residential address within 60kms of the mine site with evidence upon progression of application

About WorkPac

WorkPac is Australia's leading, privately owned recruitment provider to the mining, construction, engineering, oil and gas and healthcare sectors. We are proud to partner with some of the country's leading companies to deliver rewarding career opportunities.

Apply Now

Click on the apply button.

Chiara Dagg - Recruitment Coordinator

Job reference number: 7220J[20212784](#)

Applications will strictly be considered via the online application platform only - phone calls will be directed to apply online.

At WorkPac, we recognise we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Indigenous people.

Due to the high demand of applications, only those progressing to the next stage of the recruitment process will be contacted in the coming weeks.

23rd August 2021

LIKE us on



Traineeship

Trainee Early Childhood Educator (Cert III)

St Nicholas Early Education centres provide high-quality early education services using best practice guidelines. Our goal is to facilitate each child's social, intellectual and physical development and education, in partnership with parents, carers and the broader community.

We believe that curiosity drives toddlers and children to explore, learn and experience the world around them. Therefore with the importance of curiosity in mind, St Nicholas Early Education's child-centred, play-based and Reggio Emilia-inspired curriculum nurtures each child's desire for discovery.

We are also committed to supporting our educators advance in their careers and offer opportunities for them to learn and strengthen their knowledge and skills through strength based training and appraisals. Our leaders also provide hands on support and encourage professional development of all team members, with a focus on consistency and stability.

We currently have a unique opportunity for a **Trainee (Certificate III) Early Childhood Educator**. This position is perfect for a candidate who is passionate about pursuing a career within Early Education and Care and joining a successful prosperous organisation.

The successful candidate will have a positive attitude, a desire to learn and constantly improve, be receptive to constructive feedback as well as having the ability to take initiative and be a role model for other learners.

Benefits

- On the job training by qualified and dedicated professionals
- Access to a growing organisation with training and future job opportunities at 11 Early Education Centres
- Bishop's Leave, which is three days of additional leave between Christmas and New Year annually
- Paid Parental Leave
- Discounted childcare fees
- Corporate benefits, including EAP, Flu injections, reduced gym membership, reduced healthcare, amongst others.

Essential Criteria

- Willingness to undertake the Certificate III in Early Childhood Education and Care Work-based Traineeship CHC30113
- Computer literacy in order to document examples of learning stories
- Working With Children Check verification number (or willingness to obtain)
- Willing to obtain a National Police check

If you genuinely want to challenge yourself, have a rewarding career and become the best Educator you can be, **APPLY** now.

****Please note** that by not addressing the selection criteria may affect your application and you may not be shortlisted.**

For further information please contact St Nicholas Early Education via email EE.HRMailbox@stnicholasmn.org.au.

Applications expire: **5:00pm, Wednesday 12 August 2021**

23rd August 2021

LIKE us on
Traineeship



Trainee Property Officer

- Exciting 2 year Traineeship Opportunity
- Upper Hunter Location
- Salary dependent on traineeship conditions

About the position

The Trainee Property Officer will assist in administering Council's landowner/property functions under the direction of the Commercial Property Coordinator and in accordance with Council's capability framework, values and business objectives.

About Muswellbrook

Muswellbrook Shire is one of NSW's most dynamic local government areas. For over four decades it has been at the heart of the State's energy industry; with two of NSW's base load power generators located in the Shire, Bayswater and Liddell. Muswellbrook Shire's coal industry exports 25% of NSW's thermal coal, it is the home of the two largest thoroughbred horse studs in the southern hemisphere, it produces a large volume of the Hunters viticulture and is home to the largest dairy industry in the Hunter.

Muswellbrook Shire Council is a vibrant workplace with a commitment to excellence in all facets of its operations, and is committed to employee welfare and development.

About you

To be successful in the role you will require:

- Higher School Certificate or Equivalent;
- Current NSW Drivers License;
- A requirement of this role is to complete a Certificate IV in Property Services (Real Estate) which also includes gaining a Certificate of Registration in Real Estate;
- Developed communication, literacy, numeracy and computer skills, and
- Demonstrated Interest in gaining a career in Real Estate & Property Services.

Further Information and to Apply

For more information on this position, please refer to the attached [Position Description](#), Council's Careers website, or contact Kylie Long, Coordinator - Commercial Property on [0490 382 215](tel:0490382215).

To apply:

1. Complete the application form below, including providing responses to the mandatory questions required. Unfortunately, an unfinished application can't be retrieved to finish at a later date. Please keep your responses concise.
2. Attach your Resume and a covering letter where indicated.
3. Click 'Apply'.
4. You will receive an email confirming your application has been submitted.
5. All correspondence will be via the e-mail you have provided in your application.

Applications close on 8 August 2021.

*****Please ensure you check your "Junk mail" folder*****

23rd August 2021

LIKE us on



Traineeship

Business Administration Traineeship

THE COMPANY

Murphy Plumbing are a family owned company with over 56 years servicing the Newcastle community.

THE ROLE

Murphy Plumbing are excited to offer a Business Administration Traineeship opportunity, for a candidate to gain a fantastic skill set in accounts and administration. This full time paid 12-month traineeship opportunity is perfect for those wanting to start a career in administration. This position is to provide support to the overall business.

Duties will include but not limited to:

- Internal and external communication within the organisation and customers
- Scheduling trade maintenance staff
- Admin assistance for management and staff
- Accounts payable and receivable assistance
- Updating and organising of the filing system
- Social media marketing and promoting
- Utilise current technology to its full potential
- General in house administration duties as required

SKILLS & EXPERIENCE

- Highly motivated, enthusiastic, and willing to learn
- Ability to use computer programs e.g. Microsoft, Social Media platforms
- Excellent work ethic, reliable and punctual
- Have excellent communication skills and enjoy interacting with people
- At least two contactable References

COMPANY CULTURE

A wonderful opportunity for a candidate who likes to work with new technology, bring new ideas to the team and is extremely organised. Murphy Plumbing offers a very supportive work environment with senior team members to mentor you in the Traineeship.

BENEFITS

- Receive a qualification whilst being paid in the job (Certificate 3 in Business Administration)
- Opportunity for further qualifications
- Uniforms supplied

HOW TO APPLY

To be considered simply hit 'Apply' and send your resume through to today.

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

23rd August 2021

LIKE us on



Traineeship

Trainee Car Care Consultant

Meet and greet our valued guests and sell a range of products including: paint protection, interior protection etc.

To be successful in this role you will possess a passion for guest experience along with the following key skills;

Ability to learn on the job from experienced colleagues

- Desire to succeed in a fast paced environment
- Strong interpersonal skills
- Exceptional customer relationship management skills
- A current Australian driver's License
- Exceptional personal presentation
- **As an Aftermarket Consultant, you will be supported on the job to:**

Work with experienced Consultants to demonstrate the aftermarket accessories range to prospective customers

- Learn and maintain an excellent knowledge of existing and new products
- Creation and administration of prospective customer details
- Liaison with technical colleagues to ensure vehicles in preparation have relevant products applied
- Preparing warranties and necessary paperwork for customers and registration with underwriters for delivery.

• **What we offer:**

The opportunity to expand your skills and grow within our business

- **Strong corporate support and training**
- **Friendly culture, challenging role**
- **Attractive remuneration package**

Here is why you should join Australasia's largest automotive retailer:

Having recently merged with the ASX listed company AP Eagers, we are now part of one the fastest growing, exciting and dynamic dealership groups in Australia and New Zealand. Our operations span over 300 dealerships across Australia and New Zealand you will have endless career opportunities for all types of roles.

We offer our people extensive training and development opportunities with access to a range of employee benefits including discounted gym memberships, health insurance, vehicle purchasing and service discounts.

If you think this role will help you achieve your career goals. Than look no further. Apply now!

Eagers Automotive is an equal opportunity employer that values diversity in the workplace.

23rd August 2021

LIKE us on



Traineeship

Child Care Traineeships - Toronto, Swansea, Medowie and Rutherford. These roles will commence in August.

About the business

At Little Miracles we are a family owned business who believe our best assets are our staff. We develop our Educators by building on their strengths through our strength coach, so that you may lead positive lives both inside and outside the business. Throughout your traineeship you will be supported by a mentor and the team who will all ensure your success.

We also love giving back by supporting various charities which are chosen by both our employees and owners. You will have the opportunity to be part of our team and make a difference to people's lives particularly those who are disadvantaged or in need.

About the role

On offer is a 12-month Certificate III Early Education traineeship. At the end of your traineeship you will hold the qualification which will allow you to work in Preschools and Long Day Care centres. You will be given the support and guidance to learn on the job whilst getting paid to build yourself a new rewarding and lasting career.

During your traineeship you will work with our trained educators who will support you to grow into a well-rounded educator. You will work with our beautiful children and families and be a vital person in their lives to help them reach their full potential, while supporting each child to transition into their next stages of life.

Benefits

Here at Little Miracles we are a "people come first" business and our educators, our parents and our children are valued above everything else. If successful you will have the benefits of:

- A Supportive environment with a strong focus on a culture of honour
- First class virtual training given off the floor to complete part of your study
- On the job training which will gain you a certified qualification in a rewarding career
- Personal and professional development with the possibility of further career development once your traineeship is complete
- Work in a business which makes a difference to lives and communities
- Participate in Fun days held through the year

Skills and experience

- No previous experience is required.
- This role would suit recent school leavers.
- A can-do attitude and willingness to learn is essential.
- To be successful you need to be organised and multitasker.

In your application, please state which centre/centres you would like to be considered for.

23rd August 2021

LIKE us on



Part Time

ALDI Singleton Retail Assistant - 15/20 hours pw

At ALDI, our people are the key to our success.

ALDI offer a supermarket experience that is like no other in Australia. Where else can you walk into a supermarket wanting to buy bread and milk and walk out with a trombone?

Luckily, to be a Retail Assistant at ALDI you don't need to be an expert trombone player. You will need to love to keep active and busy because our Retail Assistant role is so much more than sitting at a register. As a Retail Assistant at ALDI you'll be operating machinery, filling shelves, cleaning, checking product quality and tidying special buys. You don't need to be the Hulk, but the role is physical in nature, so you'll need to enjoy hands-on work!

Our stores are open every day of the week (including weekends and public holidays). Shifts can start as early as 6am and finish as late as 10pm, so they fit nicely around your study timetable or busy lifestyle! It's important that you are able to get to and from work safely, so you need access to reliable transport.

Regardless of your previous experience a positive attitude, a hardworking spirit and the willingness to learn are what we are really looking for.

What's in it for you?

- Market leading remuneration - \$25.75 per hour+penalties*
- Rotating roster with an average of 15 hours per week
- Be a part of an international retailer
- Career progression opportunities in our growing store network
- Extensive training and development
- 4 weeks annual leave
- Work alongside friendly, passionate and supportive colleagues

You will be responsible for:

- Ensuring shelves are fully stocked with products
- Cleaning and maintaining store standards
- Operating manual pallet moving equipment
- Merchandising stock storewide
- Serving and assisting customers in a professional and efficient manner
- Operating registers and calculating change manually

If you're still reading and like what you see, go and put your application in with ALDI! (When you're done with your trombone lesson of course)

COVID-19 update

Here at ALDI we understand COVID-19 has changed the way we work and the safety of our employees is our number one priority. We have taken extensive measures to keep our workers safe:

- Comprehensive COVID safe plans that are regularly reviewed
- Protective screens installed at every single register
- Appropriate PPE, cleaning and hygiene equipment available for all team members
- Introduction of employee benefits such as paid isolation leave

*Hourly rate for Retail Assistants over 18 years of age.

23rd August 2021

LIKE us on



Part Time

Retail Assistant at Aldi Belmont - 15 hours per week

At ALDI, our people are the key to our success.

ALDI offer a supermarket experience that is like no other in Australia. Where else can you walk into a supermarket wanting to buy bread and milk and walk out with a trombone?

Luckily, to be a Retail Assistant at ALDI you don't need to be an expert trombone player. You will need to love to keep active and busy because our Retail Assistant role is so much more than sitting at a register. As a Retail Assistant at ALDI you'll be operating machinery, filling shelves, cleaning, checking product quality and tidying special buys. You don't need to be the Hulk, but the role is physical in nature, so you'll need to enjoy hands-on work!

Our stores are open every day of the week (including weekends and public holidays). Shifts can start as early as 6am and finish as late as 10pm, so they fit nicely around your study timetable or busy lifestyle! It's important that you are able to get to and from work safely, so you need access to reliable transport.

Regardless of your previous experience a positive attitude, a hardworking spirit and the willingness to learn are what we are really looking for.

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- Work alongside friendly, passionate and supportive colleagues

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- Comprehensive COVID safe plans that are regularly reviewed
- Protective screens installed at every single register
- Appropriate PPE, cleaning and hygiene equipment available for all team members
- Introduction of employee benefits such as paid isolation leave

*Hourly rate for Retail Assistants over 18 years of age.

23rd August 2021

LIKE us on
Part Time



Gardener/Junior Gardener

Torryburn Stud is expanding rapidly and we are seeking a Gardener or a Junior Gardener to join our busy team.

The successful applicant will join a small, friendly and cohesive team with a passion for excellence and be involved in a diverse range of tasks.

THE ROLE:

The position of Gardener/Junior Gardener will report directly to Torryburn Stud's Head Farmer. There is an opportunity for a casual/ contract and permanent role.

The successful applicant will be required to undertake the following tasks:

- Ideally you will have a minimum of 2 years in a similar role. However, we will consider applicants with qualifications with a genuine passion for gardening or a Junior looking for a traineeship or to develop skills.
- Ongoing liaison with, and taking direction from, the Head Gardener
- Any facet of gardening as required, including but not limited to, soil improvement, fertilizing, mulching, watering and irrigation, mowing, planting and planning, hedging, landscaping, brush cutting and tree maintenance, general maintenance and handyman skills.
- plant and equipment maintenance - (highly desirable but not essential)

ABOUT TORRYBURN STUD:

Torryburn Stud, is a boutique thoroughbred stud steeped in Colonial history, nestled in gently rolling hills near Gresford, in the beautiful Paterson Valley.

The Stud encompasses approximately 1200 picturesque acres with advanced safe fencing, specialised water management and irrigation, improved pastures, as well as an historic homestead and facilities, surrounded by meticulously maintained gardens and lawns.

HOW TO APPLY:

Applications for this rewarding opportunity should be forwarded to torryburnaccounts@cornishgroup.com.au

23rd August 2021

LIKE us on



Part Time

Retail Assistant - 15 hours pw Lake Macquarie

At ALDI, our people are the key to our success.

ALDI offer a supermarket experience that is like no other in Australia. Where else can you walk into a supermarket wanting to buy bread and milk and walk out with a trombone?

Luckily, to be a Retail Assistant at ALDI you don't need to be an expert trombone player. You will need to love to keep active and busy because our Retail Assistant role is so much more than sitting at a register. As a Retail Assistant at ALDI you'll be operating machinery, filling shelves, cleaning, checking product quality and tidying special buys. You don't need to be the Hulk, but the role is physical in nature, so you'll need to enjoy hands-on work!

Our stores are open every day of the week (including weekends and public holidays). Shifts can start as early as 6am and finish as late as 10pm, so they fit nicely around your study timetable or busy lifestyle! It's important that you are able to get to and from work safely, so you need access to reliable transport. Regardless of your previous experience a positive attitude, a hardworking spirit and the willingness to learn are what we are really looking for.

What's in it for you?

- Market leading remuneration - \$25.75 per hour+penalties*
- Rotating roster with an average of 15 hours per week
- Be a part of an international retailer
- Career progression opportunities in our growing store network
- Extensive training and development
- 4 weeks annual leave
- Work alongside friendly, passionate and supportive colleagues

You will be responsible for:

- Ensuring shelves are fully stocked with products
- Cleaning and maintaining store standards
- Operating manual pallet moving equipment
- Merchandising stock storewide
- Serving and assisting customers in a professional and efficient manner
- Operating registers and calculating change manually

If you're still reading and like what you see, go and put your application in with ALDI!
(When you're done with your trombone lesson of course)

COVID-19 update

Here at ALDI we understand COVID-19 has changed the way we work and the safety of our employees is our number one priority. We have taken extensive measures to keep our workers safe:

- Comprehensive COVID safe plans that are regularly reviewed
- Protective screens installed at every single register
- Appropriate PPE, cleaning and hygiene equipment available for all team members
- Introduction of employee benefits such as paid isolation leave

*Hourly rate for Retail Assistants over 18 years of age.

23rd August 2021

LIKE us on



Part Time

Receptionist / Administration Assistant

Who we are:

Androck Engineering & Mining Pty Ltd is a Rutherford based and Australian owned engineering workshop.

Androck specialises in the repair and supply of underground mining equipment to the Australian Mining Industry.

We have two sites in the Rutherford area equipped with Machining, Mechanical, Fabrication and Electrical departments. We have a trained, skilled and growing workforce with a strong commitment to serving our supportive customer base with the highest quality of service at all times.

What the Role is:

Androck currently have a rare opportunity for an Entry Level or Experienced Receptionist/Admin Assistant to join our team. In this role at Androck you will be responsible for being the first point of contact for the business as well as assisting with administrative functions.

This primarily involves the following tasks:

- Answering phones/controlling switchboard
- Greeting Visitors and Subcontractors
- Conducting Inductions
- Fielding and actioning internal enquiries
- Raising Purchase Orders
- Entering Employees Daily Timesheets
- Data processing in ERP System
- Booking in third party services, freight and couriers
- General day to day admin.

Who you are:

The ideal candidate will possess the following:

- Proven computer skills
- Ability to adapt to change and succeed in a fast paced environment
- High attention to detail and accuracy in processing
- Demonstrated knowledge and experience using suite of Microsoft applications
- Strong verbal and written communication skills
- High interpersonal skills

What we can offer:

- A supportive team that works together
- Variety in tasks everyday
- Opportunity for growth and development
- A great and rewarding environment
- Brand new facilities
- For the right candidate - potential to commence Business Admin Traineeship
- On the job training and support

If you hold the above-mentioned attributes then please click apply. Please note, applications will close **Friday the 27th of August.**

23rd August 2021

LIKE us on
Full Time



Legal Office Junior

About us

Moray & Agnew is one of Australia's leading specialist law firms with over 650 staff nationally. We have offices in Newcastle, Sydney, Melbourne, Brisbane, Canberra and Perth and specialise in the areas of insurance, commercial, construction, property and workplace legal services.

Over the last decade, the firm has tripled in size to support the growth of our Australian and international clients. We are passionate about what we do and want you to be too. We value technical excellence and the ability to function independently or in a team.

Having been formally recognised by Lawyers Weekly as one of the 25 most attractive firms to work at in Australia, we offer a unique workplace culture and excellent opportunities to further your personal and professional development.

Our Newcastle office has recently been selected as a finalist in the Hunter Business Awards in the category "Excellence in Workplace Culture, Diversity and Inclusion". We offer a flexible, balanced and collegiate work environment, modern offices, diverse social events and many staff wellbeing initiatives (including an employee assistance program, free gym membership to all staff and discounted health insurance).

About the role

An exciting entry-level career opportunity exists in our Newcastle office for a full-time Legal Office Junior to join our team.

You will have a varied workload and some of your responsibilities will include:

- Providing support to legal secretaries;
- Preparing external mail for posting;
- Collating letters and forms;
- Collating briefs to Counsel;
- General office duties such as photocopying, scanning, filing and electronic file sorting; and
- Relief Reception duties.

You will receive one on one training and be mentored by an experienced legal secretary.

About you

You will have:

- A desire to work towards a long term career in legal administration;
- The ability to demonstrate initiative;
- Enthusiasm and willingness to work in a team, or on your own;
- Excellent organisation skills;
- Highly developed telephone communication skills; and
- Exceptional attention to detail skills.

Previous office based work experience and/or a TAFE certificate in Business & Administration/ Business & Legal, is highly desirable.

The role is suitable to school leavers.

Apply for this role now to become part of a well-managed and successful practice with a distinguished reputation.

We do not invite recruitment agents to apply at this time.

23rd August 2021

LIKE us on
Full Time



Junior Livestock Hand

EC Throsby is a Beef Processing Facility located at Singleton in The Hunter Valley NSW.

We are looking for a physically fit, enthusiastic junior livestock hand to report to the livestock manager who has a genuine interest in the agricultural industry and a desire to achieve their best every day.

- Positions available are immediate start on a mid shift
- Previous experience or qualifications are not required for these position although we

require fit, healthy and energetic people, willing and able to fulfil the requirements of a fulltime position. We have a strict drug & alcohol policy which must be passed to secure employment. Remuneration will be determined upon previous experience and skills.

Key Duties and Responsibilities include but are not limited to:

- Washing Cattle
- Livestock Handling - inducting, drafting and cattle dispatch
- Contributing to other areas of the feedlots as required
- Other possible operation of farming machinery eg; Tractor Driving

Requirements:

- Low stress stock handling techniques
- An understanding of animal health and welfare
- Effective teamwork skills
- Current drivers' licence
- Flexibility of working hours

We invite you to apply online here or you may visit our facility to complete an application, if you chose to come to the facility please be aware you will be required to complete our COVID-19 questionnaire and pass this prior to being allowed onto the facility.

We are located on the corner of the Golden Highway and New England Highways, Whittingham between 7am and 4pm Monday to Friday with your resume (not essential) and photo ID and other relevant information or call [02 6574 7777](tel:0265747777) with enquiries.

23rd August 2021

LIKE us on
Full Time



Signage workshop - Junior assistant

A great opportunity for a junior to take the first step into the signage industry with an established business.

Ideal applicant would have:

- an interest in the signage & graphics industry
- be motivated and present well
- a great eye for detail
- great communication skills
- sufficient computer skills a must
- have a pleasant and polite manner
- be physically fit and lead an active lifestyle
- display a willingness to learn
- follow instructions well
- manual drivers license essential

Daily tasks would involve helping with sign manufacturing, keeping workshop tidy, picking up goods from suppliers, working with signage products, some heavy lifting on occasion.

Full time position/traineeship available to the right applicant.