

Youth Links



19th April 2021

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Apprenticeship

Apprentice Chef - 1st, 2nd or 3rd year - Lovedale

HTN (Hospitality Training Network) 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- 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: Crowne Plaza Hunter Valley offer a variety of food and drink options throughout the day, from fine dining to lighter meals at their full-service, on-site restaurant and lounge.

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

PLEASE ENSURE YOU STATE IN YOUR COVER LETTER... IF YOU ARE APPLYING FOR THE APPRENTICE CHEF POSITION OF THE HOSPITALITY TRAINEESHIP!!!

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 cooking, kitchen hand and hospitality.

Plumbing Apprentice / Plumber Newcastle area

Well-established plumbing/gas company looking for a plumbing apprentice / plumber to join our awesome team. We have built a superb reputation in Newcastle for our great customer service and workmanship, so it will take a special person to fill this role. Award wages + bonuses available for the right person.

All applicants **MUST**:(no exceptions)

- Have a manual driver's license and drive a manual car well
- Be passionate about the industry or wanting to be a plumber
- A hard working individual not afraid of hard work and possible long hours when needed
- Be a great listener and have the ability to retain information
- The ability to think outside the box and problem solve
- The ability to work as part of a team
- Great customer service skills
- A loyal, honest individual who always strives to do the right thing

Please DO NOT apply for this position if you DO NOT meet all the criteria above.

If you do meet ALL the criteria above, please send your resume and cover letter introducing yourself and including what you think you could bring to our amazing team.

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Apprenticeship

1st Year Apprentice Roof Tiler

Must have

- -White Card
- -Be Hard working
- -Motivated
- -Drivers Licence preferred but not necessary but **must have access to reliable transport.**
(please do not apply if you do not have access to reliable transport)
- -Willing to learn and take direction
- -Work well in a team- **Sydney Work with early morning starts.**
immediate start

Apprentice plumber/drainer

About us

Allworx Plumbing is a small plumbing company based out of Morisset Nsw. We do mostly new home work with a focus on drainage in particular. We currently have multiple positions to fill ongoing work, we have a focus on producing quality workmanship which the successful applicant will be expected to maintain.

Qualifications & experience

- White card

Tasks & responsibilities

- Physical work
- reading plans
- learning the trade
- assisting tradesmen with there work
- working as a team and independently

Benefits

- Opportunity to learn and become part of a quality trade
Progress in the company

Apprentice - Boilermaker

If you are interested in becoming a qualified Boilermaker Certificate III Engineering - Fabrication trade, this may be the apprenticeship for you.

Our Company:

We are a Thornton based structural steel fabrication business.

Our Company is well established and provides quality structural steel fabricated buildings to a regular customer base.

The workshop provides a modern, clean and safe environment.

We will offer mentoring throughout your apprenticeship to make sure that you reach your full potential in the Certificate III Engineering - Fabrication trade.

The Applicant:

will need to be a person who;

- shows a keen interest in structural steel fabrication
- willing to learn and is looking to make a career in this field
- be motivated and have a high work ethic
- works well individually as well as part of a team. desired but not necessary;
- white card
- drivers licence

Roof Plumbing Apprentice

Newcastle based Roofing company looking to hire a first year 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

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Apprenticeship

Metal Roofing Tradesmen & Apprentices

We are looking to expand our current team.

There are several roles available, from fully qualified tradesman, to apprentices with experience & new apprentices.

We are based in Newcastle with the majority of our work in the the Hunter, Port Stephens, Central Coast and north to Port Macquarie.

The apprenticeship is four years during which certificate IV in metal roof plumbing will be completed at Tafe NSW.

We require candidates who are reliable and are able to take directions and work well in small teams. Experience is not essential as full training will be provided.

Current Valid drivers licence, own Vehicle and safety induction card essential.

Working Safely at Heights would be preferred, but not essential. Training will be provided.

Please contact Belinda on [0400628036](tel:0400628036)

Send applications/resume to belinda@otrg.com.au

Apprenticeship - Air Conditioning Technician

We are looking for a young eager person who has good mechanical ability with tools, has a mind for fault finding, high customer service skills, a caring attitude and is interested in making a career in the Air Conditioning Industry to join our team. Manual Drivers Licence, completion of Year 12 - strong in Maths & Science highly regarded and Construction White Card are all essential. Please email your application along with most recent School Reports to Lee Cheetham - ldavis@churchair.com.au and Brian Lambert - BLambert@churchair.com.au

Apprentice- Parks & Gardens

You know that feeling you get when you stand back and look at something you just finished imagine feeling that every day. We are currently on the search for new apprentices to join our growing business. Our award winning maintenance team works on some pretty iconic sites that will put you ahead of the pack in your career.

What can we do for you?

- World class training from some of the best in the industry
- Exposure to sites that apprentices only dream of working on
- Above award wages and penalty rates
- Great work culture that will make you feel like one of the family
- Opportunities for career progression and continual development

So, what duties can you expect to do in your apprenticeship?

- Pruning plants
- Trimming hedges
- Weeding
- Chemical application
- Mowing lawns
- Edging lawns
- General upkeep of grounds and gardens

What are we looking for?

- Enthusiasm. Someone with a genuine interest in learning
- Well presented and polite- you will be the face of our business
- Previous experience is desirable but not essential
- Someone that wants a career- not just a job

What will you need?

- WHS White Card
- Drivers licence and own transport
- National Police Check or be willing to obtain
- Working with Childrens Check or willing to obtain (over 18's only)

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Apprenticeship

Roof Tiler Tradesperson and Apprentice

We require the services of a ROOF TILER TRADESPERSON AND APPRENTICE ROOF TILER.

MUST have; Driver's licence, White card and own transport to Morisset area. Transported to and from in work truck to job sites.

- Must be YOUNG, KEEN, FIT and willing to work!!
- Experience different location's and different job site's every day.
- Work anywhere from Newcastle, Hunter Valley, Central Coast and Sydney.
- Immediate start, well established business for over 50+ years...
Pay well above award rate!!!

Apprentice Chef & Kitchen Hand

Lavenders Café is looking for an APPRENTICE CHEF & KITCHEN HAND to join our team. If you have started your apprenticeship and looking for a change or have had experience in a busy kitchen and would love to turn it into a career we would love to hear from you. We are a high speed kitchen that needs the applicant to be able to work under pressure and be able to work unsupervised when needed. Applicant must be available to work weekends. Please send your resume to cafe@lavenders.com.au

Apprenticeships - Bricklaying

Want a trade that can launch your career in Construction? Why not Become a Bricklayer? We have employers and jobs available now in all areas!

Why not Become a Bricklayer

We currently have employers on the look-out for Bricklaying Apprentices in the Newcastle, Maitland and Hunter regions.

If you are creative, like working with your hands and enjoy working outdoors, you should consider Bricklaying.

The people that shape the Bricklaying trade today are clever, successful business people who work well alongside all other trades. Bricklayers are highly valued and are just one of two structural trades that play such a vital role in the construction industry.

Bricks and Blocks are the building products most seen in construction projects and skilled workers are in demand.

Like any career - you're the master of your own destiny Bricklaying can be a pathway to becoming a builder, site supervisor, project manager, or other high-level roles.

If you aspire to be the very best and are motivated, reliable and hard-working, this is a great opportunity for you.

Skills and Experience

Work experience or previous training in Bricklaying/ Blocklaying would be advantageous although not essential.

For further information please contact nadine.mcewan@abbtf.com.au

Once your application has been reviewed, you will be contacted via email, phone and/or via SMS.

ONLY available to Australian permanent residents.

19th April 2021

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Apprenticeship

1st or 2nd year apprentice Chef

An amazing opportunity to be a part of a team in one of the Hunter Valleys most iconic restaurants. Learn in a happy environment from a highly skilled team of hard-working chefs.

The perfect applicant will -

- have own reliable transport (there is no public transport in the area)
 - have previous experience in a kitchen
 - be highly motivated & have a passion for food
 - attention to detail
 - be a strong team player
 - be able to cope with working in a fast-paced environment
 - be available to work 5 nights a week including weekends
 - possess outstanding time management skills
 - have an immaculate personal presentation
- Please email your resume and cover letter to Amanda at dine@amandas.com.au

Apprentice Chef - 1st or 2nd Year

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: **Stag and Hunter Hotel** - Newcastle's latest & greatest venue for live & original music, good food & great service.

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

Hairdressing - 1st Year Apprentice 2nd Year Apprentice & 3rd Year Apprentice

Bliss Hair Artists

in New Lambton Newcastle, are seeking an energetic and motivated 1st / 2nd & 3rd year apprentices to join the dynamic team at our busy salon. You need to have a genuine passion for hairdressing and be friendly, hardworking, honest and enjoy dealing with people. As well as acquiring a positive, mature mind set with a goal of a long term career in the hairdressing industry. Professional presentation is expected and you are required to be able to follow instruction, work under pressure and enjoy working as part of a team.

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Apprenticeship

Apprentice Chefs for Leading Hospitality Venue

8 at Trinity are seeking apprentice chefs for the kitchen team working preparing and cooking food in our busy restaurant kitchen. General Cooking, cold larder, pizza and Pastry apprentices are welcome. We are looking for a reliable and dedicated team player looking to take the next step in their hospitality career at the leading hospitality venue in the region.

This is a great opportunity to be part of a motivated team in a busy Lake Macquarie restaurant kitchen with a team of 25+ in our commercial kitchen serving upwards of 1000 guests per day.

As a 1st or 2nd Year Apprentice Chef you will be responsible for assisting in the effective operation of the Kitchen. Working under the close supervision and instruction of a number of qualified chefs, you will be presented with development opportunities in the various sections of the kitchen. We are committed to your learning period in order to develop the skills, knowledge and abilities of a qualified chef.

Beautiful brand new restaurant operation with 250+ seats. 8 At Trinity Restaurant located at Trinity Point 5 Star Luxury Waterfront Development overlooking beautiful Lake Macquarie. 30-40 mins south of Newcastle and 80 mins north of Sydney.

ABOUT YOU

To be considered for this position, you must be able to demonstrate the following:

- A team player
- Reliable and hard working
- Can take directions & follow instructions.
- Quick learner and wanting to grow your skills and experience
- Understand the role and hospitality industry
- Can handle pressure and a fast paced environment
- High energy levels and personal standards
- Strong communication and organisational skills.

This is a full time permanent position requiring 38 hours per week across a 7-day rotating roster. Shifts would involve a combination of mornings, day and evening work so good availability and commitment is required to be considered.

ABOUT US

8 At Trinity Restaurant is the first stage in a multi-stage property development including a further restaurants, a function centre, 5 star hotel, 188 berth marina and luxury apartments. Trinity Point provides competitive wages, benefits and working conditions, maintaining a strong communication link and providing an attractive, challenging, and fun environment in which to work.

OBLIGATIONS

Must have full long term working rights in Australia.

Must be undertaking a Certificate II or higher qualification, and has a training contract that is formally approved by the state training authority.

Apply in writing to the Executive Chef



Chef de Partie & Apprentice Chef

Vines Restaurant is an integral part of the Hollydene Estate Winery which has been operating since 2003 across three of the oldest vineyards in the Upper Hunter Valley. Located on the recently upgraded Golden Highway and nestled between two international Thoroughbred Studs the Estate provides for a stunning location with panoramic views across the Hunter River and the Wollemi National Park. A multi-award award-winning restaurant, the Vines Restaurant won both the Tourism Restaurant and Consumer Vote Award categories in the prestigious and much coveted 2020 NSW & ACT Restaurant & Catering Hostplus Awards for Excellence.

With views across the vineyards, lake, gardens and lawns the Estate encompasses a 120-seat restaurant supported by 50 seat alfresco, 50 seat barrel function room and a modern bar lounge and cellar door with wines and draft beers. Hollydene has established itself as the area's premium multi-function dining location catering for all occasions from family days out, casual paddock to plate dining, business lunches to formal weddings and functions.

The Upper Hunter is one of the richest and most diverse locations in Australia. Noted as a "Wine, Mine and Equine" region, the area encompasses Australia's largest equine area, Australia's largest coal mining region, a number of power stations, olive groves and processing dairy farms as well as cheese production, cattle and sheep farming - all neighbouring Hollydene. Sitting at the foothills of Barrington Tops and Wollemi National Park with the Hunter River snaking through it really is an idyllic location to work.

The Role - Chef de Partie

As part of the family- owned Hollydene Group, Vines is a fully supported business with property, administration, cellar door and marketing staff. The restaurant has a great local front of house personnel, cooks and kitchen hands.

As Chef de Partie you will be required to oversee various sections as well as assisting the Head Chef in designing and creating menus, recipes and developing dishes. Responsible for preparing, cooking and presenting high quality dishes within each speciality section you will also be involved in stock control, the management of food hygiene practices and overseeing the maintenance of kitchen and food safety standards. Reporting to the Head Chef you will also have some responsibility for the mentoring and training of the kitchen team and have some input into monitoring and managing portion and waste control. An ability to work on your own and as part of a team will be essential.

You will ideally be a committed individual with a passion for food. You will hold a relevant trade qualification, be able to demonstrate experience in a similar position and have a creative flair. With excellent communication skills you will also have the ability to maintain the highest of standards whilst working to company policies.

As a reliable individual with a strong culinary background you will be seeking a position in which you can develop your own culinary style whilst continuing to learn from those around you. Happy to share best practice with your team you will act with professionalism, integrity and style as you work hard to achieve your ambitions.

This is a permanent full-time position for the right person and offers you the chance to live and work in one of the most stunning locations in New South Wales. The successful Candidate must be prepared to relocate to the area and a remuneration/accommodation package commensurate with this position will be available to the right person (family, couple or single).

Apprentice Chef

We are also seeking an Apprentice Chef with a passion for food who is keen to develop a career in catering and is able to demonstrate a strong desire to learn.

Vines is an Accredited 457 Visa Sponsor.

For more information on the Estate visit: www.hollydeneestate.com



Apprentice Motor Mechanic

APPRENTICE MOTOR MECHANIC.. 1st, 2nd or 3rd year

A small but busy workshop located in the Belmont (NSW) area is looking for the services of an apprentice motor mechanic. Either a 1st, 2nd or 3rd year apprentice.

The role will require all aspects of an apprenticeship which includes (but not limited to) opening and closing the workshop, keeping the workshop tidy, assisting the mechanics, phone and customer service, parts and vehicle delivery. Obviously as your experience grows your responsibilities will include all manner of service and mechanical repair to vehicles and light trucks on most makes and models (supervised).

Standard 38hr week with 2hrs overtime every week. Above award pay rate to the right candidate. Paid weekly.

A must..

Drivers licence (including manual).

School certificate.

A checkable work/education history including any pre trade Tafe or school experience records.

A positive can do attitude with a desire to work in the automotive industry.

Desirable..

Higher school certificate.

Previous trade experience.

IT knowledge

.....

We are a small, personal friendly team, and we are always looking to improve. The successful candidate will gather an immense amount of experience across all makes with the right work ethic working here.

Only shortlisted applicants will be contacted.

19th April 2021

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Apprenticeship

Spare Parts Apprentice

We are Mercedes-Benz Newcastle

A wholly family owned and operated motor vehicle dealership located in Bennetts Green just 15 minutes from Newcastle and we are in search of an energetic Spare Parts Apprentice to join the team.

Our business continues to expand and grow and we need great people to join with us on that journey.

At Mercedes-Benz Newcastle we completely understand that our people are our greatest asset. We firmly believe that when our team are happy and engaged they strive for great outcomes for our guests. This in turn sees our guests return to our business, time and time again. It's this philosophy that is absolutely at the heart of who we are, the delivery of outstanding guest service to every single guest, every single time.

We offer a professional and supportive team environment that gives you the feedback, mentoring, training, advancement opportunities and the resources and environment you require to succeed. Equally we offer a culture where everyone has an equal voice, we value your input, your views, your passion and your leadership. Indeed many of our team have been with us since our beginnings in 1998.

We are looking for a like-minded Apprentice who shares our vision, will help grow our culture, your experience & skillset and ultimate our business

The main focus for an Spare Parts Apprentice is to carry out a range of duties to allow identify and supply spare parts to our customers, both internally & externally. Duties include answering phones, warehouse duties ('picking & packing' of orders) ordering of parts in consultation with the Parts Managers, learning to become a Parts Interpreter, parts Deliveries, assisting retail customers and our Service Workshops. It is a dynamic and fast past role and we offer career advancement for the right candidate..

The qualities and skills we look for include:

- Willing to complete traineeship or apprenticeship in the Automotive Spare Parts field.
- Willingness to learn and be up to date with their apprenticeship modules.
- Ability to work productively in an autonomous environment
- Current NSW Driver's License.
- Highly motivated, energetic, reliable and wanting to grow with us.
- Excellent communication skills
- Great Computer Literacy and ability to learn

In return for your experience, skills & contribution we offer:

- An attractive employment package & support to complete studies.
- Ongoing Training both internally & through Mercedes-Benz
- Luxurious motor vehicle brands to apply your skills to.
- Opportunity for advancement

If you believe you have the drive, the ambition, the dedication and the discipline to finish tackle this role and grow with us and the attitude to be part of our award winning dealership then we want to hear from you today. All applications are treated in the strictest of confidence.

Initial applications should be made to our General Manager via email to grant.attrill@mbnewcastle.com.au

Why not contact us today and start a career, not just a job.

19th April 2021

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Apprenticeship

Automotive Parts Interpreter Apprenticeships

About the Role:

Kloster Parts has 2 Automotive Parts Interpreter apprenticeship positions available in its operations. We are looking for positive minded individuals who possess exceptional attention to detail and a 'can do' attitude.

Reporting to the Parts Manager, you will work with a team of professionals that will support, mentor and train you to learn the trade and develop a rewarding career in the Automotive Industry.

To be considered for this opportunity you will:

- Have a genuine interest in pursuing a career within the automotive industry
- Demonstrate a 'can do' attitude
- Solid communication and interpersonal skills
- Confident to work within a team environment
- Clear verbal and written communication skills
- Intermediate computer skills
- A strong work ethic and commitment to success
- Hold a drivers' licence including manual transmission

Highly desirable:

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

About Us

Kloster Parts is the largest regional automotive parts distributor in NSW and is part of the **Tony White Group**; one of Australia's largest family-owned automotive dealers. With 30+ years' experience, the Group employs over 1500 professionals, 350 in Newcastle/Hunter, who work hard to ensure customer satisfaction and the company's success.

We aim to recruit, train, and retain an Industry-leading, diverse, and motivated team of professionals.

With the opportunities presented by our multiple brands, diversity of roles and range of locations, recruits to our business will find the opportunity to increase their skills, knowledge, experience and versatility within the organisation.

If you think you'd be a great fit for the Tony White Group and you want to work with the best in the Industry, we'd love to hear from you!

How to apply

When applying for these roles, please include your resume and a covering letter. These positions will not last!

Sorry, only shortlisted candidates will be contacted.

19th April 2021

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Apprenticeship

Apprentice Boilermaker

Protech was established in 2006 as a technically specialised, customer-focused workforce solutions partner. Our goal is to be First Choice for people who value quality and high performance. Throughout our history, we have consistently challenged the status quo in order to deliver value to our clients. By striving to innovate and gain a deeper understanding of our clients' broader goals, we have created better outcomes, better services, and a higher benchmark for the industry. As a national recruitment specialist, we employ a large number of apprentices and tradespeople nationwide. We can offer the progression from apprentice to trades person through a variety of training made available through our great foundation of clients within the manufacturing, civil, building and construction and mining and infrastructure industries.

About our client

Our client is a leading Australian designer and manufacturer of precast prestressed concrete for building, marine and civil infrastructure construction. They foster a safe, diverse and dynamic work environment and encourages new ideas, innovation and growth.

A very large part of the company's production output comprises the construction of sophisticated girders and substructure elements for bridges on the state's rail corridors, freeways and major roads system. Our clients particular specialty lies in the design and manufacture of reinforced, pre-tensioned and post-tensioned concrete products.

About the role

We have an exciting opportunity for a first year **Apprentice Boilermaker**, to carry out a **Certificate III in Engineering - Fabrication Trade**.

Your main duties will include:

- Assisting Trade Qualified Boilermakers
- Light to heavy structural steel welding and fabrication
- Grinding and prepping surfaces

About you

Have you ever looked at a structure and wondered how it was built? Do you have a genuine interest in building and metal work? Are you ready to take the next step into a rewarding career?

If you also possess the following skills and attributes, then we want to hear from you!

- Excellent communication, literacy and numeracy skills
- Strong work ethic and self-motivated
- High achiever and ability to produce work to a high standard
- Ability to work within a team environment
- Experienced with the safe use of hand and power tools
- Some experience in mechanical or construction roles would be highly desirable
- Completion of a pre-apprenticeship course would be advantageous
- A current Drivers Licence and reliable transport

Please ensure you submit a Cover Letter with your Resume, addressing why you would be best suited for this position. Applicants who are considered will be required to take part in pre-employment assessments such as a Drug & Alcohol screen, Physical Agility test and other skill-based assessments.

Alternatively, you may contact Protech on [02 4928 7900](tel:0249287900) to find out more information.

Protech values gender diversity and welcome all applications for all of our roles.

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Apprenticeship

Apprentice Chef - Lemon Tree Passage

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.

About the role - 1st or 2nd year Apprentice who is passionate about the industry and willing to learn. We are looking for someone who is hard-working, organised, creative, and passionate about food and customer service. You will have the opportunity to work within a friendly and helpful team, whilst completing a Certificate III in Commercial Cookery

Work Environment:

Club Lemon Tree is located in the town of Lemon Tree Passage on the Tilligerry Peninsula in beautiful Port Stephens. Club Lemon Tree is a common place for bowlers, boaties, fisherman and families to relax and enjoy some great food and entertainment after a day in the sun.

The wonderful **Eats @ Club Lemon Tree Bistro** offers beautiful a-la-carte dining for your lunch or dinner needs.

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
- Holds visa that is identified by Training Services NSW as being eligible

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

APPLY TODAY! * Applications for this position is being handled by HTN

Sheet Metal Apprentices - 1st or 2nd Yr - Mechanical Industry

Air Extreme Air conditioning are looking for Sheet Metal Apprentices ranging from New Apprentices through to 2nd Year Apprentices in the Air conditioning/Mechanical services industry.

Air Extreme Air conditioning are offering Apprenticeships in a stable and secure long standing local company within a friendly environment.

We're looking for someone who:

1. Has either just begun, or is interested in commencing a Cert III Engineering - Fabrication Apprenticeship
2. Is ready and willing to learn new skills from qualified, industry professionals and is committed to a 4 year apprenticeship
3. This position is an on site position working on a variety of Commercial projects

The successful applicants should be enthusiastic about learning, responsible and punctual.

This position will included training, support and uniform.

Please email resumes to admin@airextreme.com.au

19th April 2021

LIKE us on
Traineeship



Business Administration Trainee

- Singleton Location
- Great team environment
- Be part of an established brand with real career progression opportunities

The Role

We are currently seeking an Business Administration Trainee to join our vibrant and professional Singleton team on a full time fixed term basis.

This is an excellent opportunity to work in our fast paced and dynamic industry. Working with a team of experienced professionals, this role will enable you to develop your skills whilst obtaining a nationally recognised qualification.

Responsibilities include:

- Reception duties
- General administration tasks
- Database management
- Data entry

Skills and Experience

- Sound understanding of OH&S requirements
- Attention to detail
- Confident, friendly phone manner
- Outstanding communication (verbal and written)
- Team player
- Ability to establish and foster strong working relationships

If so, you may be the person we are looking for! On offer is an attractive salary package, a great working environment and real career progression opportunities.

Who are we?

As one of Australia's largest employers, we work with great companies across Australia and New Zealand to provide our customers with staffing and training services across a range of industries. Working with Programmed Skilled Workforce means you will become part of the Programmed family: a company that encourages career development, supports flexibility and cares about your personal wellbeing and safety.

Programmed and PERSOLKELLY supports a workplace culture of zero harm and encourages this in all that we do.

Programmed and PERSOLKELLY strives for diversity, inclusion and equality of our people. We seek a workforce that is representative of the communities we work in. We encourage people of all cultures, gender, age, sexual orientation or abilities to apply.

To learn more about working with Programmed and PERSOLKELLY, we encourage you to visit our websites.

19th April 2021

LIKE us on
Traineeship



Childcare Traineeship - Chisholm

Are you looking to start your Early Childhood Education career?

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

Why us?

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

About the role

Study towards your Certificate III in Early Childhood while you work

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

- What we are looking for

Trustworthy, dedicated and positive team player

- Passion and willingness to succeed in the childcare industry
- Supporting the Little Zaks culture through constantly displaying our values
- Current Working with Children Check
- Immediate Start
- Benefits for you

Amazing state of the art centre

- Location right on top of train station
- Continuous career development opportunities
- Complimentary uniform
- Parking on site
- Rotating rosters to support a great work / life balance

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

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

Junior Trainee Receptionist

We are looking to welcome a new team member to our busy conveyancing practice at Adamstown. We have a position available for a Full Time Junior Trainee Receptionist who specialises in Customer Service to join our vibrant Conveyancing Business.

The position is for a Receptionist Trainee, who will be working towards completing a Certificate III in Business Administration.

We are proud to have been helping our clients buy and sell property for 35 years. We are the longest established conveyancing firm in the Hunter and have a large database of repeat clients. We are a fun and friendly small business where our colleagues become our friends.

We are looking for a happy, confident go-getter to join our firm. You will be the first point of contact when clients call or visit our business, and your role will include:-

- * answering all calls politely and passing along to the right team member
- * greeting clients when they arrive at our office
- * working with Microsoft office - outlook, word, excel, to do, sharepoint
- * making appointments for our clients, and managing a busy calendar
- * collection and posting of mail
- * opening new files
- * daily correspondence
- * general office tidying and cleaning

This would be a fantastic opportunity for someone wanting to start a career in administration, or conveyancing.

Email or message your resume to mail@conveyancing-services.com.au
We cant wait to meet you!

19th April 2021

LIKE us on
Traineeship



Business Administration Traineeship

About HireRight AU

Headquartered in California, USA, with offices all around the globe, HireRight is the industry's preeminent background screening company, providing innovative solutions for customers. Formerly known as PeopleCheck, HireRight's Australian office is based in Boolaroo, NSW with clients spread throughout Australia and overseas.

At HireRight, we pride ourselves on providing our team members with a comfortable, fast-paced and fun environment and look for employees that are committed, hardworking and reliable.

Duties and Responsibilities

This is an entry level admin-based, role for a self-starter who is willing to learn new things and join the unique, interesting and growing industry of background screening.

We are looking to fill a position for an Operations Trainee to undertake background checks for our clients on their potential employees. The role includes, but is not limited to:

- Accessing multiple databases to complete background checks which involves basic data entry.
- Contacting organisations via telephone and email to verify the background of candidates.
- Communicating with clients and candidates as necessary and professionally.
- Processing and preparing background check reports according to client guidelines and standards.
- Detailing thorough notes of actions taken during research and enquiries.
- Desire and ability to work quickly and accurately.
- Ability to follow processes and procedures.

Essential Attributes

The successful candidate will have:

- Higher School Certificate or equivalent
- Sound communication skills (written and verbal) and computer savvy to navigate various software platforms.
- The motivation to learn new things and follow verbal and written instructions.
- The ability to work autonomously and in a team.
- The ability to perform at a high standard in a fast-paced environment.

Additional information

- The position is full time (37.5 hours per week, based on a 7.5 hour day average)
- Must be available to work various shifts between the hours of 8am to 6pm Monday to Friday
- The successful candidate will be subject to background screening and additional selection criteria
- On the job training will be provided
- If desired, the role can involve the completion of a Traineeship for a Certificate III in Business Administration through a registered RTO

To apply for this position, please send cover letter and resume to jobs@hireright.com [link removed]

19th April 2021

LIKE us on
Traineeship



Customer Service Traineeship

We have an exciting opportunity for those looking to complete a Business Traineeship!

We are on the look out for a motivated, committed and reliable individual - Someone who is wanting to gain practical on the job experience, whilst receiving extensive training (and a certificate III) in Business.

Please note that if you have completed qualifications equal or higher than a certificate 3 in any industry including university studies in Australia or overseas you will not be eligible to undertake a traineeship.

Who are we?

MEGT is a not-for-profit organisation and we specialise in helping people start a rewarding apprenticeship or traineeship and setting them up for a career, not just a job.

What will you be doing?

You will be supporting our ANP division from a customer support perspective. The duties will include:

- General customer service
- Booking appointments
- Liaison of all queries
- Answering calls and divert to the relevant team member
- General administration duties as required by the team

Does this sound like you?

You may already have some experience in business, or just interested in learning and developing your skills. Hopefully you will have outstanding written and verbal communication skills, excellent organisational and time management skills and strong computer skills, with an intermediate level of skills using Microsoft products. If you are enthusiastic, love working in a fast paced environment and is eager to learn, then we would like you to get in touch.

If you are successful we will require you to undertake a **Police Check** and any **State/Territory Working with Children Check** (where applicable).

What is the MEGT Difference?

Some of the benefits we offer include:

- 17.5% leave loading
- 3-day Christmas-New Year close-down as a gift
- Opportunity for career progression within a national organisation
- A nationally recognised qualification
- A dedicated mentor to help support you through your traineeship
- Employee Assistance Program

If you're interested, please **APPLY NOW** by sending your resume and covering letter outlining your passion to pursue a career in recruitment, and any prior experience you may have.

Should you have any questions, please contact Ashleigh on [0400 258 129](tel:0400258129).

19th April 2021

LIKE us on
Traineeship



Printer Technician - Traineeship

Viatek is a services-based organisation comprising of two divisions, Viatek Managed Print Services and Viatek Technology, providing business solutions across all aspects of Print, Information Technology and Communications.

Established in 1984, Viatek is proudly Australian owned and operated. With 19 offices across regional and metropolitan areas, our experienced, local teams are committed to providing innovative solutions to help your business maximise productivity and drive down costs.

The Role

Located in Newcastle, as a Print Technician you will service and support customers with photocopy machinery ensure all call procedures are followed, including completing all onsite checks, appropriate call off and part ordering. You will apply fault finding techniques to diagnose issues (as appropriate to training level), complete equipment run up and installation and supply goods to customers.

Please note that if you have completed qualifications equal or higher than a certificate 3 in any industry including university studies in Australia or overseas you will not be eligible to undertake a traineeship.

This position is a 1 Year Traineeship that will see you enrolled in a *Certificate III in Information Technology*.

Requirements

We are looking for a tech savvy individual who has excellent communication and presentation skills, high attention to detail and the ability to easily explain complex problems or solutions. Your excellent IT skills will see you succeeding in this sought-after traineeship. This traineeship is not your typical IT role, we are looking for someone who is looking for a role that requires an aptitude for mechanical and electrical componentry.

Key requirements include;

- Strong communication skills both written and verbal
- Be technically minded
- Excellent attention to detail
- Have good problem solving and fault-finding skills
- Excellent customer service skills and able to work well in a team
- Preferable someone with a personal vehicle

Benefits for you!

You will be working for a well-established organisation while completing a nationally recognised qualification, free of charge. You will earn a weekly wage and have the support of an MEGT field office to support you throughout your traineeship and be given a student concession card.

Please note that the successful candidate would be required to obtain a Working With Children Check.

19th April 2021

LIKE us on
Traineeship



Business Administrator Traineeship

Please note that if you have completed qualifications equal or higher than a certificate 3 in any industry including university studies in Australia or overseas you will not be eligible to undertake a traineeship.

THE COMPANY

Our Host Employer is one of the leaders in providing quality building solutions throughout Australia for over 50 years. They also have various manufacturing facilities with a national presence. This position is within the Administration Division, and we are looking for a motivated individual who thrives on a challenge and would enjoy working in 360' administrative and customer service position.

THE ROLE

A great opportunity to start your career in an office environment, whilst gaining valuable hands on industry experience in a supportive environment. As a Trainee, you will complete a Certificate 3 in Business Administration over a 12-month period. You will be personable, friendly, professional, respectful, and confident on the phone, a fast learner and have high attention to detail.

- Reception duties, meet and greet clients
- Daily use of the Microsoft Office Suite
- Organising the incoming and outgoing mail
- Answering and directing phone calls
- Filing, scanning, and archiving
- Handle receipt and despatch of information
- Maintain business records on the computer
- Basic accounts administration
- Design and produce business documents
- Setting up of the meeting room
- Ensuring the reception is kept tidy always
- Undertake other administrative duties as trained and directed

SKILLS & EXPERIENCE

- Previous exposure in a business, retail or customer service environment
- Studied business, accounting or human resources subjects at school
- Sound Computer Literacy (Microsoft Word & Outlook)
- Excellent communication and interpersonal skills
- Reliable on the job, high initiative, and adaptability
- Drivers licence and own transport

COMPANY CULTURE

Excellent opportunity for someone looking to develop an administration career. Very supportive team and a great company that is growing.

BENEFITS

- Receive a qualification whilst being paid in the job, Certificate 3 in Business Administration
- No weekend work, office hours are Monday to Friday
- MEGT Field Officer for constant support in the Traineeship

HOW TO APPLY

If you are ready to take your career to new heights and are ready to join a company who are looking to hire the industry's best and brightest talent - simply hit 'Apply' now and send your resume to MEGT today.

Should you have any questions or would like more information regarding this position, please contact Ashleigh on [0400 258 129](tel:0400258129).

19th April 2021

LIKE us on
Traineeship



Warehousing Traineeship

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your traineeship, you'll be employed by us, while completing on-the-job training with our Host Employer. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

What you'll be doing...

You will complete a [Certificate III Warehousing Operations](#) over 24 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:

- Pick and pack parts
- Invoice
- Clean the warehouse
- Process orders through SAP
- Manual handling tasks
- Forklift driving
- Deliver products and parts

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 work safely and follow instructions
- Excellent written and verbal communication
- High level of honesty and integrity
- Self-motivated and good work ethic
- Computer skills
- National police check (or willingness to obtain)
- Forklift licence (or willingness to obtain)

What to do next

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

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role, please contact Rebecca Sparks on [02 4271 7051](tel:0242717051).

Applications close 29th April 2021

19th April 2021

LIKE us on
Traineeship



Business Administration Traineeship

About Bureau Veritas:

Bureau Veritas is a leading international professional services company specialising in Testing, Inspection and Certification. Bureau Veritas has in excess of 77,000 employees in 1,400 offices and laboratories located in 140 countries.

About the role:

We are currently recruiting a Business Administration Trainee for our Singleton branch. This is a great way to start your career in Administration within a leading global organisation. You will complete a Certificate III in Business Administration while gaining hands on experience supporting our Asset Integrity & Reliability Services team.

This role is ideally suited to people who are about to start their career in administration. You will receive both formal and on the job training throughout the duration of the 12 month Traineeship.

Typical tasks will involve typing, assisting with invoicing, coordinating documentation and reports, creating client files, creating purchase orders and ad hoc administration tasks as required. These responsibilities will increase in complexity over the term of the Traineeship.

Requirements:

- An enthusiastic and confident approach
- A positive customer service mentality
- Good computer skills
- Attention to detail
- Good communication and interpersonal skills
- A commitment to successfully completing the Certificate III qualification

We offer a competitive Traineeship remuneration package and an opportunity to advance your career in a leading global organisation.

Please call Nick Gilson on [03 9922 0836](tel:0399220836) for a confidential discussion about this opportunity or apply online.

Your career is about more than building a resume — it's a chance to leave your mark. Make an impact doing work you can be proud of at Bureau Veritas. Contribute to a global mission to enhance standards with integrity, and help us create a brighter future for our next generations, and a safer society for us all.

Bureau Veritas is an equal opportunity employer.

19th April 2021

LIKE us on



Traineeship

Early Childhood Teacher, Diploma, Certificate III and Traineeships for 2021

Mirrabooka Early Childhood Centre is committed to providing the children with a warm, safe, fun, welcoming, inclusive, home-like environment.

We all work as a team to encourage, support and communicate with one another so as to provide a nurturing and responsive environment that allows the children to develop their potentials. As carers and educators, we undertake to be positive role models for children across all areas throughout each day. We are seeking an Early Childhood Teacher to lead our 0-6-year-olds program who is passionate, committed and has an ardent desire to make each child's learning journey a pleasurable and exciting one. Our beautiful appointed 34 place centre open from 6.30 am to 6 pm.

We have fully renovated our 3-5-year-old room with a full-function commercial kitchen serving all meals.

Position Requirements:

Bachelor of Early Childhood Education or ACECQA equivalent

- Current Working with Children Check
- Senior First Aid & CPR
- Asthma & Anaphylaxis training (or willingness to obtain)

• Have a working knowledge of NQF & EYLF
Your job as an ECT involves not only teaching (of course) but being in tune with your young students' unique challenges and needs. You must remember that children at all years of age have amazingly short attention spans and a constant desire to be on the move. They are almost always in motion, looking for the next stimulus that will hold their attention. That means you must come to work with some serious energy and expect to keep your students interested and engaged. You must be able to demonstrate: Compassion, Consistency and fairness.

Please contact Bianca via email on mirrabooka@outlook.com with your cover letter and resume, attach all certificates.

Trainee Sales Consultant or Experienced (Used Vehicles)

Reporting to the Sales Manager this role is primarily responsible for guiding customers through the buying process providing the highest quality service to ensure customer satisfaction in delivering the best solution to meet their needs.

Are you willing to draw on your **previous customer service experience** to achieve monthly sales targets within the car industry? Are you driven, motivated and resilient? **WE WANT YOU!**

A truly diverse team of high performing, energetic people make up the team at Glendale Mazda and we encourage anyone who thinks they have what it takes to apply.

In order to reach your Monthly Sales Targets you will need to:

- Present yourself professionally (both in attitude and attire).
- Establish and maintain good working relationships with all departments
- Build relationships with guests and potential guests
- Understand and be responsive to guest's needs
- Know and understand the sales process, including the value of each step.
- Coordinate all dealership activities that are associated with the sale and the delivery of all vehicles you sell.

Key Qualifications and Criteria:

- Previous sales experience in a similar role (non-essential/preferred)
- Must be motivated and driven
- Exceptional customer service skills
- Ability to meet KPI's and targets
- Ability to perform in high pressure environments
- Strong interpersonal and relationship building skills
- Have a valid Licence

In return, we will provide you with excellent earning potential, a comprehensive induction, and a network of fellow consultants to provide support and a great team environment.

19th April 2021

LIKE us on
Traineeship



Trainee Employment Consultant

The Mai-Wel Group has been providing a diverse range of services to people living with a disability in the Hunter Region for over 60 years. What began as a group of local families coming together to provide education and opportunity to their children has today developed into a thriving business supporting more than 1,500 participants across the Lower and Upper Hunter, Maitland and Port Stephens areas.

The role

We are seeking a Trainee Employment Consultant to build rapport and work collaboratively with jobseekers by providing interventions, capacity building and referrals to support job readiness and gaining suitable and sustainable employment while studying for a Certificate IV in Employment Services.

Selection Criteria

In order to be successful in this role you will need:

- Have the ability to build rapport, excellent interpersonal/communication skills and the ability to deal with a diverse range of jobseekers.
- Can do attitude and be able to perform in a busy and dynamic team environment
- Excellent time management and administration skills are essential
- Self-motivated, driven to succeed and prepared to make a difference
- Have a basic understanding of mental health, disabilities and barriers to employment and how this impacts upon a jobseeker.
- Current driver's licence.

Why Mai-Wel?

Mai-Wel is recognized by an overwhelming majority of staff as a truly great place to work.

We offer our employees job satisfaction, training & development, flexible work arrangements and attractive salary packaging options.

How to apply

Applications can be made via our careers site <https://maiwel.elmotalent.com.au/careers/mw/jobs>

Please note that applicants must address the selection criteria to be considered for a role. Applications that do not address the criteria are unlikely to be considered.

Enquiries can be made to the HR Team by calling Mai-Wel Corporate Services on [\(02\) 4057 2900](tel:0240572900).

Application closing date: 18th April 2021

The Mai-Wel Group is an Equal Opportunity Employer.

19th April 2021

LIKE us on
Traineeship



Trainee Customer Service Officer (Call Centre Operator)

Does this sound like you? Then we would love to hear from you!

- Passion for customer service
- Loves to work hard and be part of a high performing team
- Ability to answer up to 70 calls per day
- Previous customer service skills and a willingness to help people
- Strong communicator with lots of different types of people
- Ability to multitask, follow instructions and processes and has a high attention to detail
- The knowledge to navigate a computer and how to enter data into one
- Completed Year 12/HSC/equivalent

This is an entry level position designed to develop, support and mentor the successful applicant in all facets of the role. Candidates who have completed a Certificate III in Business Administration and/or Certificate III in Customer Engagement or higher will not be eligible to apply.

This exciting role is part of Council's Education to Employment (E2E) program that offers apprentices, trainees and cadets the opportunity to learn, work and grow in a supportive environment while actively contributing to our Community. Benefits of the program include paid work experience whilst studying towards a qualification, paid course fees, paid time for compulsory course attendance, and gaining valuable transferable skills!

LET'S EXPLORE THE JOB

This is an exciting opportunity to work within our Customer Service team whilst also learning about the vast array of services local councils provide to the community. You will also have the benefit of completing a Certificate III in Customer Engagement and Certificate III in Business Administration.

The Trainee Customer Service Officer is a member of the Customer Service team and is responsible for assisting our customers with their enquiries, liaising with internal departments and sharing information and knowledge with team members. This role will gain experience in our call centre, customer digital team and front service counter. **The majority of the experience will be completed in our high-volume call centre environment, where you can manage up to 70 calls per day.**

Please note: A full list of accountabilities is located within the attached Position Statement.

LET'S REVEAL THE PERKS

- **\$729.08 per week plus 12% superannuation**
- 35-hour working week within a nine-day fortnight
- full payment of course fees
- paid time for compulsory course attendance
- valuable work experience and transferrable skills
- be mentored and supported by highly skilled Senior Customer Service Officers

LET'S TALK ABOUT US

When you join us, you are not part of an organisation; you are part of a future that more than 205,000 Lake Macquarie residents depend on every day. To work here is to be connected. To be part of a true community who value creativity and collaboration, wellbeing and sustainability, opportunity and diversity. Together, we believe in shaping our own future - not waiting for it.

Lake Mac strives to be an inclusive workplace for all people. We recognise that we operate in a diverse community and welcome and encourage applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, the LGBTIQ+ community, refugees and people with disability. We understand the skills and attributes veterans can bring to our Council.

19th April 2021

LIKE us on
Traineeship



Expressions of Interest - Business Administration Traineeships

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your traineeship, you'll be employed by us, while completing on-the-job training with our Host Employer. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

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 the Host Employer.

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

- Greet and handle general enquiries via phone, email and face to face
- Answer incoming calls and enquiries
- General administrative duties ad hoc, inclusive of mail, filing and data management
- Prepare memos, letters, reports and documentation
- Work on computers using various software tools to assist with the business operations
- Carry out other duties that are within the limits of trainee skills, competence and ability as required

What you'll bring to the table...

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

- A demonstrated interest and passion for Business Administration
- 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
- High level of customer service
- Active listening skills
- Punctual and reliable
- Good computer skills and exposure to Microsoft suites

What to do next

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

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this expression of interest, please contact Rebecca Sparks on [02 4271 7051](tel:0242717051).

Applications close 21st April 2021

As a recognised 2019 Diversity Champion HVTC are committed to Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, women seeking non-traditional trade opportunities and mature aged people.

19th April 2021

LIKE us on
Traineeship



Child Care Traineeship - Swansea

At Little Miracles we are a Christian 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.
- A can-do attitude and willingness to learn is essential.

To be successful you need to be organised and multitasker.

Youth Links



careerlinks
young people, bright futures

19th April 2021

LIKE us on



Traineeship

Business Administration Traineeship

Are you tired of working in an environment that isn't stimulating?

Looking to begin your career in the legal industry and have your chance at opening up a world of endless opportunities?

Novaskill are looking to appoint a full-time Business Administration Trainee in a well-established law firm located in Newcastle. This is a great career opportunity to start at ground level and work towards career advancement.

This exciting role is for anyone seeking an entry level position into the legal industry. If this sounds like you, don't waste any more time - apply now!

The Opportunity

- Be the face of a prestigious law firm
- Performing a range of administration duties
- Working with a strong supportive team
- Gain a nationally accredited Certificate III in Business

To be considered for these positions, candidates must meet the following criteria:

- Be well presented for a professional environment
- Have strong communication skills, written and verbal
- Ability to work as part of a team and take direction
- Completion of year 12 preferred
- Attention to detail and the ability to multitask.
- Excellent time management/organisation skills
- Have basic knowledge in Microsoft Office (Word, Excel & Outlook)
- Must hold a current driver's licence and reliable transportation.

Please submit your application with a Resume and Cover Letter to be considered.

Administration Traineeship

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.

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.

19th April 2021

LIKE us on
Traineeship



Helpdesk Level 1 Traineeship

SENPOS Point of Sale is a division of Sharp Electronics Group, a locally owned company that has been operating in the Newcastle and Hunter region for nearly 50 years. SENPOS is a Point of Sale system, that has been proudly designed, developed, and supported in-house and is custom-built for the hospitality industry, in particular pubs and clubs. We have an ever-growing client base in many regions of NSW, Victoria and QLD. The SENPOS Support team consists of software developers, system installers, and hardware and software support specialists.

About the Role

As a level one Helpdesk operator, you will be responsible for taking support desk calls, assessing customer requirements and logging tickets into our service desk system. Over time, you will be trained to apply troubleshooting techniques and provide software support to help resolve customers' issues. This is an entry-level position and the right candidate will be offered a 12 month IT traineeship that will see you enrolled in a Cert III in Information Technology (Support).

On the completion of the traineeship, there is the prospect of full-time employment and the opportunity to join our highly skilled support team ongoing.

Skills & Experience

We are looking for a person who is confident and has excellent customer service skills. You will have good problem-solving skills and strive for customer satisfaction. It is essential that you have:

- A strong desire to work in a team-based support desk environment
- Have some established computer and IT skills
- Confidence and excellent communication skills, both verbal and written
- Good problem-solving skills
- A respectful approach to your work and to others

Other considerations include:

- Previous customer service experience
- Good school reports and attendance
- Personal and work references

Why choose us for your IT Traineeship?

You will be working as part of a supportive team of IT professionals who will help you establish relevant skills and gain real-world experience. You will have the opportunity to observe a variety of job roles that may appeal to your interests and help guide your future development. You will also have the external support of a traineeship support officer and registered training organisation.

How to Apply

Please apply through Seek and submit your resume along with a cover letter addressing the above 'skills and experience' criteria and tell us why you think this traineeship is right for you. We look forward to receiving your application. Please see our website senpos.com.au for general information about our product and company.

19th April 2021

LIKE us on
Traineeship



Business Administration Traineeship

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your traineeship, you'll be employed by us, while completing on-the-job training with our Host Employer. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

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 the Host Employer.

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

- Update customer databases
- Invoice suppliers and customers
- File paperwork
- General office-based duties
- Answer and forward telephone calls
- Compile and collate paperwork

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 work safely and follow instructions
- Active listening skills
- Punctual and reliable
- Good computer skills and exposure to Microsoft suites
- Completed School Certificate (RoSA) or above
- P1 Drivers Licence or above

What to do next

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

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role please contact Rebecca Sparks on [02 4271 7051](tel:0242717051).

Applications close 8th April 2021

19th April 2021

LIKE us on
Traineeship



Business Traineeships

We are currently recruiting for Business Trainees in multiple industries including Sales, Medical, Real Estate and many more. All our roles are fast-paced environments where you would be providing support to senior staff. We are seeking candidates that are reliable, confident, well presented, can work well in a team and are hard working.

These traineeships will provide you with the perfect foundation to build your career in the Business Industry and allow you to be exposed to unlimited opportunities within the workforce.

Throughout our traineeships you will be hosted with one of our reputable host employers who are eager to gain another valuable employee to join their high performing team. During this traineeship you will gain skills and knowledge in general administration duties which can include but are not limited to coordinating business resources, data capture and storage and addressing customer needs.

To be considered for this position candidates must meet the following criteria

- Driver's licence and reliable transport essential
- Completion of HSC is preferred but not essential
- Excellent communication skills both written and oral
- High level of organisational skills
- Basic understanding of Microsoft suite - excel, word and outlook
- Previous experience is not essential but would be beneficial

Please submit your application with a Resume and Cover Letter to be considered.

Since 1980, our company has been providing superior trainee and apprenticeship management and are a proudly non-for-profit Group Training Organisation. Our apprentices and trainees, host employers, internal employees, students and stakeholders can be assured of our dedication to supporting our communities and enriching people's lives through the provision of quality training and employment services.

Apply now!

These positions need to be filled as soon as possible. If you believe you have the necessary skills and would like to be a part of our dynamic team, please apply now with your resume and cover letter addressing the selection criteria.

Please note: If you do not meet the above selection criteria or you do not provide us with a cover letter, you will not be considered for this position.

Unfortunately, due to a high volume of applications, we are only able to contact shortlisted.

19th April 2021

LIKE us on
Traineeship



Early Childhood Educators - 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 variety of educators to join our team at Fern Bay including Certificate III and Diploma qualified Educators as well as Certificate III trainees.

Mature age trainee applicants encouraged to apply.

Working with us will see the following benefits:

- * Variety of positions available between 30 and 37.5 hours per week Monday to Friday.
- * 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.
- * Monthly staff incentives including free movie tickets and gift vouchers.
 - Free influenza vaccinations each year.

Essential Requirements

- * For qualified positions applicants must have a Certificate III or Diploma of Early Childhood Education and Care or ACECOA approved equivalent qualification.
- * 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

Only shortlisted candidates will be contacted.

19th April 2021

LIKE us on
Traineeship



Trainee Store person - Rutherford

Enjoy a career with Beaumont Tiles!

- Be part of our growth
- Dynamic, supportive and successful teams
- Must be available Saturdays (on a roster basis)
- Immediate start

As a Trainee Store person at Beaumont Tiles Rutherford, you will be providing warehouse service at a very high standard to ensure customers are 'delighted' and 'excited' about their experience with us every time. Reporting to the Store Manager, your day to day work will mainly focus on various warehouse duties such as customer pick-ups, receiving and packing deliveries, stock control and providing service to trades, retail customers and builders. You will also contribute to the store warehouse, managing stock levels, loading and unloading stock in vehicles, packing deliveries and maintaining the overall look of the warehouse.

THE CHALLENGE

The challenge for you is to bring positivity and energy to the team, be motivated to succeed and learn and constantly develop your industry knowledge so that you are a true expert in your field. Your infectious passion for service will naturally generate demand, interest and excitement for Beaumont's customers and inspire them with an outstanding "experience" every time.

THE SKILL SET

- Stores experience in a retail, sales and service environment ideal but not essential
- Proven abilities in achieving and exceeding targets
- Outstanding communication and interpersonal skills
- Administrative skills and technologically savvy
- Physically able for the loading and unloading of heavy products
- Drivers licence is essential
- Forklift licence is desirable
- Excellent written and verbal communication skills

THE PERKS

- Career development and training
- Flexibility in a fun and collaborative work environment

THE TEAM

Apart from offering the opportunity to work with a recognised national company that offers career development, family-friendly culture and environments, the Beaumont Tiles stores, sales and customer service teams are driven and dedicated to meeting the needs of the customer.

THE BEAUMONT TILES STORY

Beaumont Tiles is Australia's biggest retailer of tiles and bathroom ware with over 100 outlets across most states. An innovative market leader, Beaumont Tiles buyers travel the globe to bring back the best in tiles, stone and bathroom ware. Beaumont Tiles has company owned and franchised stores servicing trade, home builders and renovators, and the commercial sector. www.tile.com.au

This is a great opportunity for you to make your mark and further develop your career with a growing and successful company. If you want to join a great team then we would like to hear from you!

19th April 2021

LIKE us on
Traineeship



Aquatics & Recreation Trainee

AFL SportsReady currently have multiple exciting positions available for individuals wanting to pursue a career in the Sport and Recreation industry with our host employer, Belgravia Leisure across sites in the Hunter region.

As the successful applicant, you will:

- Be employed by AFL SportsReady
- Work on-site with one of the following Belgravia Leisure operated sites:
- Singleton Gym & Swim
- Kurri Kurri Aquatic & Fitness Centre
- Lakeside Leisure Centre - Raymond Terrace
-
- Study for an accredited qualification: Certificate III in Sport and Recreation

The Aquatics and Recreation Trainee will deliver quality frontline services across the organisation, including customer and membership management, Swim School programs and Lifeguard operations.

To learn more about our host employers:

Singleton Gym & Swim – <https://singletongymswim.com.au/>

Kurri Kurri Aquatic & Fitness Centre - <https://www.kurrikurriaafc.com.au/>

Lakeside Leisure Centre Raymond Terrace - <https://lakesidelc.com.au/>

WHY SHOULD YOU WORK WITH US?

Our Traineeships are the best way to fast-track your career. We will provide you with the real skills and experience needed to succeed when first starting your career.

As the successful applicant, you will:

- **GET PAID:** Earn while you learn (National Training Wage)
- **GET EXPERIENCE:** Real work-place experience with Singleton Gym & Swim. Kurri Kurri Aquatic & Fitness Centre or Lakeside Leisure Centre - Raymond Terrace
- **GET EDUCATED:** Combine work with education and study for a fully funded qualification
- **GET NETWORKED:** Build a network of key industry contacts
- **GET SUPPORTED:** Dedicated AFL SportsReady staff members (Field Officers and Educators) will support you every step of the way
- **GET INTO UNI:** Direct entry and course credit to one of our University partners (Conditions apply, visit University partners for details)
- **GET A HEAD START:** Experience + Education + Networks

If you are an Aboriginal and/or Torres Strait Islander, you will also receive one-on-one mentoring support and networking

Duties and Responsibilities for this job include:

- General administrative support
- Assist with membership management
- Reception / front desk services
- Respond to customer service enquiries
- Assist with the delivery of aquatic programs including swim teaching and pool lifeguard programs and services

Job Requirements for this role:

- A permanent right to work in Australia
- Strong communication skills
- Commitment to the delivery of quality customer service
- Ability to work well individually and as part of a team
- Enthusiasm and a positive attitude
- Available to work early morning, evening and weekend shifts where required
- Keen interest in sports and recreation
- Willingness to attain First Aid, CPR, Lifeguard and Swim School qualifications as part of the traineeship

This position requires a **Working with Children Check** and a **National Police Check**. If successful, AFL SportsReady can assist in supporting your application for these requirements.

Youth Links



19th April 2021

LIKE us on



Traineeship

Traineeship in Cert III

Early Childhood Traineeship

If you are enthusiastic, dedicated, determined and able to think outside of the box then this position is for you.

Traineeships

At creative childcare we are interested in growing and developing our staff and we currently have the need for a trainee at our modern centre in Kotara. There are many benefits of working in early childhood and you get to work with our experienced staff who will provide on the job training and mentoring.

What we are looking for:

We are looking for someone to join our amazing team that is committed to having a career in early childhood. Someone who understands our philosophy of providing a safe, secure and happy environment where children foster a sense of wonder, fun and excitement in an atmosphere of love, acceptance and learning.

What we have on offer:

training and development
Wonderful team
Modern centre

If this sounds like a role you would be interested in, please apply online with your resume and cover letter by Friday 5th March, 2021. Please outline in your cover letter 3 reasons why you would like a career in early childhood.

Childcare Traineeship

Kinda Kapers Long Daycare Centre is a family owned long daycare with locations across Newcastle and the Hunter. We cater for children aged 6 weeks to 6 years.

We are looking for mature minded, motivated, dedicated and enthusiastic people to join our existing teams and complete a Certificate III in Early Childhood Education and Care.

About the position:

- Full time position (38 hours per week)
- 12 month contract with the possibility of a permanent career with Kinda Kapers at the end of your Traineeship.
- Qualification gained through TAFE.
- Work across various age groups (0-6)
- Drivers License desirable.
- Career development opportunities.

Eligible candidates for the traineeship will need to demonstrate the following skills:

- Excellent written and verbal communication skills.
- Exceptional work ethic and commitment to work as a part of team.
- Ability to work flexible hours.
- Genuine desire to enter the Early Childhood Industry and a commitment to complete the training.

Applicants are required to have a Working With Children Check or be willing to apply for one.

If you would like to be trained and mentored in Early Childhood Education by a team of dedicated, highly qualified educators please ensure you apply.

Please apply through SEEK with your resume and a cover letter.

Applications with no cover letter will not be considered.

19th April 2021

LIKE us on
Traineeship



Process Worker / Operator Traineeship

HunterNet Group Training are seeking dedicated individuals to join a locally recognised manufacturing facility in Toronto.

Our host company has a high-tech expanding manufacturing facility that supplies Polyethylene pipe systems and solutions for the transmission of data, water, gas, waste and energy. This position assists with the production of Polyethylene pipe.

This two-year traineeship will allow successful candidates to complete a Certificate III in Polymer Processing while gaining on the job experience with a reputable company.

Position Duties:

- Operate machinery to manufacture products in line with specifications
- Troubleshoot problems and adjust machine settings
- Carry out quality checks on products and use reporting mechanisms
- Package and label products
- Use lifting equipment including forklifts
- Prepare and load customer orders for dispatch
- Maintain stockpiles in a tidy state
- Work within a team environment to ensure productivity
- Prepare and load customers orders for dispatch
- Maintain a clean and safe work environment across the plant
- Notify QA of rejected/damaged stock with proper documentation

Essential Criteria:

- Ability to work rotating shifts (day, afternoon and night)
- Excellent adherence to workplace health and safety
- Accuracy, numeracy and literacy skills
- Ability to read micrometers and verniers
- Ability to distinguish colours
- Ability to work alone and in a team environment
- Excellent attendance record
- NSW drivers licence and own transport

Desirable Criteria:

- Desirable experience and ability to use measuring tools and equipment
- Forklift Licence or willingness to obtain

To make application for the position please submit a cover letter and resume.

This position is subject to a medical and drug and alcohol testing.

Please be aware this is an entry-level position and not suitable for someone who has completed a qualification equal to or higher than a Certificate III Polymer Processing.

Due to the high volume of applications we receive only successful applicants will be contacted.

HunterNet Group Training Limited engages apprentices and trainees on behalf of employers, with the aim of achieving high quality outcomes through a partnership approach.



Traineeship – Human Resources

Are you looking to start a career in Human Resources? To learn new skills in a fast-paced office environment?

Think Solutions Cleaning & Support has an exciting opportunity for a trainee to join our busy Human Resources department based in our Singleton office on a permanent part time basis (Tuesday to Friday).

This is a twelve-month traineeship position, working alongside experienced Human Resources professionals whilst completing a Certificate III in Business. (Please note if you have already completed a Diploma or Degree in Human Resources, Business or similar, you are not eligible to apply for this position)

Reporting directly to the Human Resources Manager, this is an entry point to the HR/IR landscape and an opportunity to create a career foundation in a role that will provide exposure to a range of human resources functions across the business and involvement in a number of continuous improvement projects.

If you can demonstrate the following, you could be who we are looking for!

- Ability to work as part of a team and autonomously.
- Initiative and the desire and drive to learn on the job.
- Strong attention to detail.
- Motivated self-starter.
- Well-developed communication skills, both written and verbal.
- Strong phone skills as there will be reception coverage required.
- Multi-task and work under pressure.
- A high level of professionalism and understanding of confidentiality.
- Reliable, punctual, and flexible.
- Passionate about a future career in Human Resources.
- Some exposure to an office environment would be an advantage.
- Current Driver's License and reliable vehicle is essential.

The benefits of the role:

- Ongoing support from a dedicated and experienced mentor.
- Gain a Certificate III Business on successful completion.
- Earn while you learn.
- Excellent working conditions within a friendly, supportive team.
- Access to our staff wellbeing and recognition platform.

Wages will be paid as per the Clerks – Private Sector Award.

To apply, please submit your application to recruit@thinksolutionscleaning.com.au [link removed]

19th April 2021

LIKE us on
Traineeship



Business Administration Traineeship

We are a locally owned and operated RTO based in Cardiff with a recently opened training facility in Maitland. We are currently seeking applicants who have an organised, respectful and positive personality to partake in our pre-traineeship program to secure full time employment in a traineeship position.

Eight potential applicants will be selected to complete a three week training program with Aspire Training (RTO ID 70237) covering nationally recognised units of competency from the Certificate III in Business Administration (BSB30415).

Aspire Training will be recruiting **one** participant for a fulltime junior traineeship role within their organisation. Final interviews will also be conducted by external employers for potential employment opportunities. Assistance will be offered for those unsuccessful in gaining employment within the industry.

Potential Applicants must:

- Be available and willing to complete the training component
- Be willing and able to work immediately if offered a position
- Australian Citizen or Permanent Resident

The Business Administration traineeship will see candidates receive ongoing training in business administration skills.

This position will also see you responsible for the following:

- Accurate data entry and word processing
- Creating documents and written communication
- Printing, filing and photocopying
- Receiving incoming calls, directing enquiries accordingly and/or accurately taking messages
- Assisting customers and colleagues in a bright, friendly manner
- Using Microsoft Office programs Word and Excel
- General office administration support duties
- Assisting with Accounts

Please select "Apply for this Job," if this role sounds like you and upload your current resume and a covering letter.

**Aspire Training & Development cannot guarantee employment for all participants.

**Training is funded by the NSW Government.

19th April 2021

LIKE us on
Traineeship



Hospitality Traineeship

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your traineeship, you'll be employed by us, while completing on-the-job training with our Paterson based Host Employer. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

What you'll be doing...

You will complete a [Certificate III Hospitality](#) over 24 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:

- Assist in the preparation and provision of catering services to students, clients and guests using a range of technologies
- Maintain kitchen hygiene, assist cooks with the preparation of ingredients and record keeping
- Clear tables and wash crockery/cutlery
- Receive, check and store supplies
- Prepare and pack away workstations for student meals
- Prepare and deliver meals for clients

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 work safely and follow instructions
- Honest and friendly
- Understanding of food preparation fundamentals and ability to follow recipes
- Some kitchen production experience and knife handling would be beneficial experience
- Working with Children Check or willingness to obtain
- National Police Check or willingness to obtain

What to do next

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

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role please contact Rebecca Sparks on [\(02\) 4932 4222](tel:0249324222).

Applications close 8th April 2021

As a recognised 2019 Diversity Champion HVTC are committed to Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, women seeking non-traditional trade opportunities and mature aged people.

19th April 2021

LIKE us on
Traineeship



Trainee Receptionist & Administration

A boutique professional services business located in Maitland requires Two Trainee Receptionist & Admin Support coordinators.

Excellent opportunity to start your career in the professional services industry.

Working closely with the owners, team members & clients.

Future career opportunities will be available for the right person: -

- Administration Support
- Senior Admin
- PA or EA
- Marketing Support

Fast & dynamic office environment. No day is the same!

Direct exposure to our clients/customers & the ability to show case your skills.

This position is a traineeship, you will be undertaking a certificate 2 or 3 in Business Administration, Bookkeeping or Finance.

These positions are full-time, study time provided on the job.

Some of your duties will include:

- Admin tasks
- Answering phones and responding to clients requests, transferring calls to the appropriate team members
- Meeting and Greeting clients & guests
- Diary management & appointment booking
- Meeting room management
- Incoming & outgoing mail
- Ordering & Stock control
- Admin support to management & staff
- Xero Data entry, reconciliations, bookkeeping.
- Day to day office tasks and General Administration duties

You will need to possess the following:

- A driver's licence & own vehicle.
- Ability to communicate in a clear, concise and confident manner.
- High level of maturity and awareness.
- Passion for exceptional customer service.
- Ability to problem solve.
- Time management skills.
- Attention to detail.
- Professionalism when working with confidential and sensitive information.
- Flexible & positive approach to all tasks
- Proficient and working knowledge of Microsoft Office applications including Outlook, Excel and Word
- Enthusiasm and commitment to continuously learn and develop
- Outstanding written, verbal and communication skills
- Positive work ethic and punctuality
- Professional and detail oriented
- Ability to work both independently and in a team.

We are searching for a candidate who is motivated, eager to learn and able to commit to a 12-month traineeship. Wages as per the Clerks Admin Award. Immediate start is available.

19th April 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.
- 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.

19th April 2021

LIKE us on
Traineeship



Hardware Retail Traineeship

TABMA Apprentices and Trainees are now taking applications for those wanting to kick start their retail, customer service and sales career working with a local trusted hardware store located in Singleton.

This opportunity is open to entry level applicants who demonstrate a willingness to learn, commitment, good communication and a passion for retail and learning about the hardware industry.

What we offer TABMA trainees:

Smooth transition into work for school graduates, leavers, and job seekers

- Ongoing, paid, employment in a nationally registered traineeship including paid annual leave and sick leave
- Paid training attendance (earn while you learn!)
- Support and mentoring to get you to the finish line of the traineeship with the end goal of full-time employment with a reputable employer

- A safe working environment

- National Training Wages

- **The Traineeship will include the following duties:**

Specialised hardware and building material product knowledge

- How to provide excellent customer service
- Sales related processes such as quoting and POS operations
- Stock control & Inventory
- Operate information technology systems through reporting and CRM

- Workplace Health and Safety to ensure everyone in the workplace remains safe

The Timber and hardware Industry is not just an ordinary industry. There are many career pathways that it can take you on. From loving a chat to a builder or home DIY person, a passion for sales and customer service, or simply wanting to work your way up the corporate ladder to become a supervisor or manager. We can help you get there.

Apply now

please include a simple cover letter and resume. Please note only shortlisted candidates will be contacted. People from diverse backgrounds are encouraged to apply.

At **TABMA Apprentices and Trainees** we provide continuous support, guidance, and opportunities to help you reach your future career goals. If you would like further information about this role, or to learn more about **TABMA Apprentices and Trainees** please visit <https://tabmaat.com.au>

19th April 2021

LIKE us on
Traineeship



Childcare - Certificate 3 and Trainee

Are you looking for a change or new opportunity to work alongside passionate and dedicated early childhood educators? Well, this might be the position for you.

The Big Treehouse Early Education and Boutique Preschool is a privately-owned, stand-alone, community-orientated childcare service that caters for the New Lambton community.

The architecturally designed centre caters for preschool children aged 2-6 years in a long daycare setting. We strive to provide a warm, nurturing and stimulating learning environment. We want to achieve this by scaffolding their learning through play while providing school readiness skills to support their transition to school.

The Big Treehouse is looking for a superstar Trainee and a Certificate 3 educator to join their team.

Certificate 3

The Certificate 3 role requires a passionate and qualified Early Childhood Educator to work as an active team member on a contract basis with the potential to move into a permanent role. The role is to assist the team in providing a safe and stimulating environment that meets the children's social, cultural, emotional, educational, and physical needs and encourages parent participation.

To be considered for the Certificate 3 position, you would have:

- completed a Certificate III in Children's Services (or studying towards)
- experience 12 months in the workplace as an educator.
- a sound understanding of the Early Years Learning Framework / NQS
- a current Working with Children Check.
- a professional attitude, practical communication skills and ability to work in a team environment.

Trainee

The trainee role requires a passionate superstar to be involved in educating children through play and role modelling. You must enjoy a challenge and be a quick learner. The traineeship will allow you to acquire a Certificate 3 in childcare over 12 months. The traineeship is a full-time position Monday to Friday with study time incorporated.

What we offer:

- Supportive Management that encourages continuous professional development
- A small, close-knit team
- High- quality and well resourced

How to Apply

If you think you are the right applicant for this position and meet the above criteria, we would LOVE to hear from you. Please forward your resume and detailed cover letter to Nico Kotze (Centre Director). info@thetreehouse.com.au [link removed]

19th April 2021

LIKE us on
Traineeship



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19th April 2021

LIKE us on
Traineeship



Early Childhood Traineeship

About the business

We have an exciting vision for our Early Learning Centre! With recent new owners who are passionate about seeing the Centre refreshed and grow. Our Centre is based on a Christian philosophy and culture.

Chelmsford Drive Early learning Centre is a growing ELC. We are a community based, not for profit long day care Centre linked to Maitland Christian School. We are looking for staff to join the team who are excited for the future.

About the role

Applications are invited from passionate people seeking a traineeship for a Certificate 3 in Early Childhood Education and Care. This is a 12 month position working 38 hours per week.

You would be working across our rooms with children from 0-5 years. This is to support our team to work together to deliver great education for young children.

We believe in achieving high quality outcomes for our children and their families. You would be working alongside our team of professional and caring educators who are dedicated to creating strong connections and relationships with children and families. We strive for excellence and continued improvement in relation to the NQS. Equity, inclusion, and diversity underpin all of our practice and planning.

Please send resume with 2 work related references to:

l.hubbard@chelmsfordelc.com.au

Applications close 9th April 2021

Benefits and perks

Maitland is a fantastic place to work! Located a 45-minute drive from the beaches of Newcastle and close to the gorgeous Hunter Valley our School is perfectly positioned for those who are looking to move to take on a new role and live a better life in an affordable area. There are excellent opportunities for personal growth at the Centre with an opportunity to make a real difference.

Skills and experience

- Passion and commitment to learn everything about early childhood
- Hard working and determined to excel in both course work and on the ground childhood training.
- Positive "can do" attitude
- Show passion and enthusiasm in all that you do
- A strong commitment to providing high quality care
- Be able to work collaboratively and cooperatively in a team environment
- Show initiative
- Have an interest in learning about child development and ability to foster the holistic development and well-being of the children
- Able to work as part of a team that values diversity and inclusive practice. Someone that understands that Inclusion Involves viewing children as capable and valued contributors
- Must have a Current Working with Children Check

19th April 2021

LIKE us on



Traineeship

Traineeship in Dental Assisting Suit School Leaver At Warners Bay Near Newcastle

Are you confident, reliable, friendly, have an attention to detail and willing to learn new skills? If this sounds like you, we have a certificate 3 traineeship in dental assisting available at our state of the art and highly professional dental practice.

This paid twelve month traineeship is perfect for school leavers or anyone else wanting to begin a career in health services. You will earn an income while working towards gaining a qualification with the potential for further employment upon completion.

Our dental practice is located at Warners Bay NSW, near Newcastle overlooking Lake Macquarie.

Please send a cover letter and resume to us if you would like to take advantage of this great opportunity.

Early Childhood Traineeship

If you are enthusiastic, dedicated, determined and able to think outside of the box then this position is for you.

Traineeships

At creative childcare we are interested in growing and developing our staff and we currently have the need for a trainee at our modern centre in Kotara. There are many benefits of working in early childhood and you get to work with our experienced staff who will provide on the job training and mentoring.

What we are looking for:

We are looking for someone to join our amazing team that is committed to having a career in early childhood. Someone who understands our philosophy of providing a safe, secure and happy environment where children foster a sense of wonder, fun and excitement in an atmosphere of love, acceptance and learning.

What we have on offer:

training and development
Wonderful team
Modern centre

If this sounds like a role you would be interested in, please apply online with your resume and cover letter by Friday 5th March, 2021. Please outline in your cover letter 3 reasons why you would like a career in early childhood.

19th April 2021

LIKE us on
Traineeship



Early Childhood Trainee

At G8 Education our team members across our 460 plus locations within Australia are making a difference in the lives of children and their families. With a passion for delivering high quality early childhood education and care, we focus on compassion, dedication, integrity and innovation to help us achieve our potential. We believe in giving the next generation of educators the best possible start to their career, through our Study Pathways Program.

Offering traineeships in the Certificate III in Early Childhood Education and Care, coveted places are currently available. Graduates from our Program don't just complete their qualification, they emerge with all the knowledge and experience needed to commence a meaningful career as an early childhood professional.

The G8 Study Pathways Program provides all eligible team members access to the following:

- Fee Free Training – G8 Education will cover all related RTO enrolment and training fees.
- A strong, dedicated support network in each state of trusted, quality RTO Providers and Trainers and access to a dedicated G8 Study Pathways Support Team.
- Paid, rostered Study Time in the workplace – up to 1 full day per month.

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

What we need from you;

- The willingness and motivation to study towards a Certificate III in Early Childhood Education & Care
- The ability to gain a Working with Children Check
- Dedication to developing children and fostering their potential
- Excellent verbal and written communication skills
- A friendly and energetic demeanor

Team member benefits we will provide you with;

- First Aid & CPR paid for annually
- Annual complimentary flu shots
- 30% discount off early education and child care fees at any G8 Education Centre for either yourself or a member of your family
- Access to team member benefits and discounts including hotels, health insurance, gym memberships, and theme park admissions

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

For further information about this centre, please visit the website below: <https://www.communitykids.com.au/centres/childcare-heatherbrae/>

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

Please note the advertising closing date is indicative only. G8 Education reserves the right to close the advertisement before this date is reached. Therefore, it is encouraged that you submit your application as soon as possible.

19th April 2021

Casual

LIKE us on



Junior Store Person

Mulford is Australia's Leading Supplier of Sheet Plastic's to the Fabrication, Signage and Roofing Industries.

We currently have a position for a Junior Store Person to join our dedicated Mayfield North Warehouse team.

Working 40hrs per week, Monday to Friday, and reporting to the Warehouse Manager.

The Role offered Includes All aspects of Warehouse Duties

- Picking & Packing
- Loading and Unloading Trucks
- Receiving inwards goods
- Stock Control & Cycle Counts

The Successful Applicant Must Have the Following

- Excellent Verbal & Written Communication
- Attention to Detail
- Ability to Work independently & part of a team
- Fork lift License (Essential)
- Punctual & Reliable
- Basic Computer Knowledge

Closing Date for Applications is COB Monday
27/04/21

Junior Casual Retail Assistant

About us

We are a business with great passion in the area of indoor plants, pots and homewares. We are looking for enthusiastic team members to join our Kotara store team and share our passion for plants. We look to provide essential customer service to all our plant loving customers to help them create their own Oasis in their beautiful homes.

Casual position with stability of consistent shifts.

Resumes dropped in store will be prioritised.

Resumes must state availability expected during the week and weekends. We are looking for your availability for during store hours (Mon - Fri 10am to 5pm, Sat 10am to 4pm & Sun 10am to 3pm)

The role for successful applicants will be 15+ hours a week.

Tasks & responsibilities

- Enthusiastic customer service with some knowledge of indoor plants is desirable.
- Stock display, organisation and replenishment
- Taking payments with POS system.
- Plant maintenance and keeping store tidy.
- A willingness to learn and adapt.

Qualifications & experience

- At least one year of retail experience
- Knowledge of indoor plants
- Great customer service with attention to details
- Communication and problem-solving skills
- An eye for interior design.
- Time management, organisation and strong attention to detail

Benefits

- Great atmosphere to work in.
 - New and exciting business with room to grow.
- 10% store discount to get all your plant and pot needs.

19th April 2021

LIKE us on



Part Time

Junior Pharmacy Assistant - Part Time

We are currently looking for Junior Pharmacy Assistants to work at our Jesmond & The Junction stores. Pharmacy 4 Less is a well established leader in High Volume, retail pharmacy. We have strong ethics and are progressive in thinking.

This role of the Pharmacy Assistant is to provide exceptional customer care that develops relationships with customers, ensures continued repeat business and the long-term success of the Pharmacy.

You will be required to Welcome, Serve and Farewell our loyal customers. You will need to engage in your customers and build long term relationships with them.

In this role you will be required to:

- Golden Rule: Every customer leaves the Pharmacy happy
- Greet or acknowledge every customer who enters the store
- Care for customers by recommending appropriate products that will meet their needs
- Encourage and support our loyalty program.
- Inform customers of our in store promotions and catalogue specials
- Approach customers and provide product information and advice
- Ensure customers are informed of the features and benefits of products, detailing instructions on how to use the product
- Provide continuous assistance and support to all customer service areas within the store
- Ensure that displays and shelves are clean and tidy and all stock is pulled forward and rotated
- Assist in replenishing stock, checking out of dates, rotating stock, and general housekeeping
- Assist in set up of promotions and catalogue execution including the production of signage.

Qualifications and Knowledge Required:

- No experience required but must be keen to learn
- Customer service skills.
- Strong communication skills
- Excellent skills in POS usage

You will be an ideal member of our team if you strive for excellence and give 100% to all aspects of your role.

Work with a business that cares for it's team and encourages learning and development.

You will love coming to work every day!

Our Pharmacy is an Equal Employment Opportunity business, and applications are treated with confidentiality. If you are interested in the position please email resumes with a cover letter to moh.elosmany@pharmacy4less.com.au

19th April 2021

LIKE us on



Full Time

Customer Service/Receptionist (Junior)

- Start your career in a dynamic, fast-paced, and energetic environment
- An entry-level position in the RV Retail Industry
- Work with an exciting, high performing team and culture

Australian Motor Homes & Caravans is Australia's largest RV retailer in new and used motorhomes, caravans, and campervans, located in Bennetts Green, Newcastle.

An excellent entry-level opportunity exists for a well-presented and customer-focused individual to join our supportive, friendly, and reputable team. This is a full-time, Monday to Friday role and includes a rotating rostered Saturday.

Essential to your success, you will be a self-starter, able to think-on-your-feet, have strong computer and Microsoft Office skills, be extremely well organised with a can-do attitude.

You will be trained across a multitude of tasks including, customer service, vehicle registrations, parts & accessories, monthly ordering, general administration, and other ad-hoc functions as required.

Key Responsibilities:

- Meet & greet customers visiting the dealership
- Answering phone enquiries and directing calls efficiently
- Assist with vehicle registrations
- Assist with the parts & accessories department
- Process PPSR checks on new/used vehicles
- Banking
- Toll notices
- Monthly ordering of office supplies
- Shared housekeeping duties

Key Requirements:

- Be friendly, confident, approachable, and positive
- Reliable and highly motivated team player
- Display exceptional communication skills
- Proficient computer skills (MS Office)
- Be able to multi-task and prioritise workload
- High attention to detail
- A keen desire to learn and grow professionally
- Must hold a current driver's license

Benefits:

- The stability of a continually growing, family-owned, operating business of over 20 years
- An exciting, energetic, and progressive environment
- Training provided to the successful candidate
- Opportunity to grow within the business

If this sounds like the job for you, please click on the link above "Apply for this Job" and include a cover letter with your resume.

19th April 2021

LIKE us on
Full Time



Admin Assistant / Receptionist (Junior)

We are seeking an honest, self-motivated team member with a strong work ethic and equally as important, a positive attitude.

You will be predominantly providing reception and administrative support to the HR Manager.

Utilise our in-house document management systems to ensure records are maintained.

About You

You love admin, you are a strong communicator with a passion for helping others.

Your excellent presentation and exceptional communication style will ensure that you welcome visitors, potential employees and customers to the business, that will create a warm first impression which will positively contribute to our core vision and values.

The importance you place on following through with tasks, speaking up and asking questions when needed will ensure that you are able to deliver on all aspects of your role. Ideally you will have some experience with employee certificates and compliance within the NDIS space, however this is only desirable.

Ideal experience and qualifications

- Certificate I or above in Business Administration
- Experience within an administrative role
- Experience as a receptionist or front of house role
- An interest in HR and the disability sector
- Industry experience with employee records and NDIS compliance

About Us

At Evolution Support Services, we believe that exceptional outcomes start with employees who love what they do. Our people are enthusiastic and committed to supporting people with disabilities to live the life they choose as well as obtaining the best possible outcomes for our participants.

Visit www.ess.care to read more about what we do!

We'd love for you to join us, if you have what we're looking for apply Now!

19th April 2021

LIKE us on
Full Time



Junior Sales Admin / Customer Service

Torqit is a parent company of several brands that focus on improved performance in their given industry. Torqit has been in operation since the 1980's and has three key divisions of the business;

- On Road – European vehicles – early stages with lots of opportunity
- Off Road – Torqit 4WD – established and continuing to grow
- On Water – MarineTorq – infant stage with a huge amount of potential

Torqit has cemented itself as a leading performance brand that focuses on premium quality and service. Due to our continual growth, our team requires the assistance of a committed customer service and administrative assistant.

The Role

If you are new to the work force or are looking for a company to grow your skillset, then you'll love working with our team! We are currently seeking an ambitious Customer Service / Sales Admin Assistant to be a key member of our talented team.

The successful candidate will play a significant role in providing a high level of customer service within each of our divisions. There will be significant on the job training to ensure the successful candidate can grow their skillset and expand their career within the Torqit entity.

You will be an integral part of our team and will be reporting to the Head of Sales & Marketing.

Duties

- Answering phones which will include taking orders, proving part numbers, pricing and availabilities
- Data entry of website orders
- Updating customers on their order ETA's
- Organising pick ups of stock through freight couriers
- Coordinating stock returns
- Organising our customer feedback score initiative
- Communicating with key internal and external stakeholders
- General sale administrative duties

Skills Required

- General understanding of Microsoft products (Outlook, Word, Excel, PowerPoint)
- Confident and polite phone manner
- Attention to detail
- Ability to work autonomously and prioritise tasks

Hard working, team player

19th April 2021

LIKE us on



Full Time

Fitter Armament

If you're seeking a career that allows you to work with a range of advanced Army weaponry and other equipment, with plenty of training and development opportunities, all whilst providing loads of variety then this could be the role for you.

Your role:

As a Fitter Armament, you'll be responsible for inspecting, repairing and reconditioning the Army's ever-growing range of military hardware, from advanced weapons, to armoured vehicles to watercraft and diving gear. Whether you're already qualified, or keen to learn the trade, you'll receive comprehensive training and skills required to grow and succeed in your role. Importantly, you'll train and carry out your trade in well-equipped workshops using modern tools and equipment.

You'll also enjoy the extra dimension of learning to operate many of the weapons you maintain, in preparation for exercises and operations.

On top of this, you'll have the opportunity to support Army domestic activities, including exercises and operations, with potential deployments overseas in support of Australian and coalition personnel.

Training:

As part of your initial military training, you'll learn about the Army and participate in fitness sessions, weapon handling, drill and first aid. The training will provide you with confidence and resilience and upon completion, you'll feel justifiably proud of what you have achieved.

Location:

Following your employment training, you'll be posted to large Combat Service Support Battalions (CSSB) located in Brisbane, Darwin and Townsville. In this military role, you'll find yourself working in barracks or deployed on training exercises out field.

Salary:

In the Army you'll get paid a competitive salary from day one regardless of your age, experience or qualifications. Upon commencing training, your starting salary will be approximately \$50,146 per annum plus 16.4% superannuation and your pay will increase as you progress through training.

On completion of your initial military training and initial employment training, you could earn \$70,417 per annum plus generous super.

Life in the Army:

Action, adventure, exciting career opportunities and amazing mateship—there's so much to love about life in the Army. Whether you're looking to pick up a new skill, get qualified with fully paid training or are up for a new challenge, you'll find it all in the Army. Not to mention there's also the sense of accomplishment and pride that comes from serving your country and providing support to communities in need, both here and overseas. This is no ordinary job—but that's exactly what you're looking for. Enjoy a rewarding career, opportunities to travel, excellent fitness facilities, and free medical and dental; all in a dynamic and fulfilling work environment.

Apply now:

For this role, you must be an Australia citizen, over 17 at the time of enlistment and have completed an Australian Year 10 education (or equivalent) with passes in English, Mathematics, Science (with a Physics component) and one other subject.

You must also be able to successfully obtain a security clearance and meet the minimum medical and fitness requirements. Further information can be accessed via <https://army.defencejobs.gov.au/joining-and-training/can-i-join/eligibility-check>

Click the APPLY button if you think you have what it takes to become an Army Fitter Armament and we'll get in contact with you shortly.

You can also visit the link below to view the full position description and learn more about life in the Army: <https://army.defencejobs.gov.au/jobs/fitter-armament>