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Apprenticeship

ELECTRICAL / ELECTRICIAN APPRENTICE

About the business and the role

Ontrak Electrical are a family owned OEM, supplying to the mining industry for over 20 years. We service both domestic and international markets. There is long term sustained growth within our business with long term opportunities for the right candidates.

Mature age apprentices are encouraged to apply.

Job tasks and responsibilities

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

Skills and experience

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

Job benefits and perks

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

1st year Apprentice Air Conditioning & Refrigeration Mechanic & Electrician

Newage Air Conditioning has been trading in Newcastle since 1998, we are looking for

1st Year Apprentice in Air Conditioning & Refrigeration Mechanic & also

1st Year Apprentice Electrician, either junior or mature age.

The successful applicant will be required to have to following:

Current Drivers Licence & own transport (will need to attend tafe)

Good work ethics & willingness to learn

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Apprenticeship

Apprentice Electrician (1st/2nd/3rd Year)

Bis are now currently accepting applications for Electrical Apprentices, either 1st, 2nd or 3rd year apprentice applications will be accepted. This role will be based at our Tomago Workshop in NSW and are on a 4/3 Roster or a 5/2 Roster working a minimum of 38 hours per week, of course this will take into account any time required for external TAFE studies and blocks of work!

Bis are offering rates commencing from \$18.26 per hour up to \$32.60 per hour, pending your experience and what year in your apprenticeship you are. The successful applicant will be performing electrical repairs and maintenance across a variety of underground mobile plant under the guidance from an Experienced Electrician.

Daily Duties include:

- Assist with preventative and corrective electrical maintenance and repairs to mobile equipment;
- Follow direction as required from senior tradespersons and managers onsite;
- Install new equipment under supervision;
- Assist with basic troubleshooting of equipment breakdowns, fault finding and repairs under supervision;
- Complete pre-starts, care & maintenance of vehicles;
- Complete your studies as required for the successful completion of the Apprenticeship Program.

To succeed in this role, you must:

- Demonstrate a commitment to our goal of Zero Harm.
- Have a positive can-do attitude and adhere to all site safety standards and requirements.
- Have the ability to work autonomously, meet deadlines and work under pressure.
- Have strong fault-finding capabilities/diagnosis skills.
- Be a strong communicator and have attention to detail.
- Current drivers' licence or demonstrated reliable means of transport.

NOTE: *If you have already commenced an electrical apprenticeship and are looking to change companies, it will be required of you to bring your TAFE reports to the interview, should you be selected.*

Benefits of Working for Bis:

In addition to providing a competitive salary/rate, we are also able to provide long-term job security, career development and training opportunities as well as but not limited to the below list of employee benefits:

- Novated Leases of Motor Vehicles through SGFleet.
- Subsidised Corporate Private Health Insurance for you and your family.
- Income Protection and Life insurance with AustralianSuper.
- Paid Parental Leave (Up to 18 Weeks' Pay for Primary Carer)
- Employee Referral Program (up to \$2500)
- Corporate Discounts on Motor Vehicle Purchases with Toyota
- Corporate Discounts for Car Rental and Hotel Stays
- Education Assistance
- Flexible Working Arrangements and Rosters
- Salary Sacrifice options, service recognition awards, employee assistance programs

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Apprenticeship

1st Year Apprentice - Greenkeeper

Shortland Waters Golf Club Newcastle is looking for a 1st year apprentice greenkeeper to join our course maintenance team.

Enjoy working outdoors with a great team on a rising golf course.

The successful applicant will be self-motivated, enthusiastic, hardworking and punctual.

Being a keen golfer that has had some form of previous employment is desirable but not essential.

This position is full time 38 hours per week Monday to Friday with additional overtime every 3rd weekend to help prepare the course for play.

Above award wages will be offered to the successful applicant.

The successful applicant will be required to attend Kurri Tafe to complete a 3-year course in Sports Turf Management.

Having own transport/ current license is essential for this position.

If you are interested, please send cover letter and resume to super@shortlandwatersgolf.com.au

Apprentice Boiler Maker

An exciting opportunity exists at our **Scone Plant** located in *New South Wales, 2hrs North West of Newcastle* for an **Apprentice Boilermaker** starting early next year. This is a fabulous opportunity to join our dynamic, exciting organisation and enjoy the benefits and satisfaction in contributing to the continued growth and success of our business along with developing & Progressing your own personal career.

This position is full-time, Monday to Friday (40 hours / week).

Responsibilities:

- Follow safe work practices and procedures
- Work with and under supervisor of tradespeople
- Attend TAFE as required
- Follow all instructions from tradespeople and supervisors

About you

- Good communication skills
- Demonstrated interest in the trade
- Organisation and time management skills
- Ability to work in a team environment and independently
- Positive attitude and the ability to problem solve

Benefits for you include but are not limited to:

- Retail discounts with national partners
- Health insurance discounts on Bupa Health and Medibank Private
- Discounted staff meat purchases

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Apprenticeship

Apprentice Motor Mechanic

About the Role

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

Responsibilities:

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

What We Offer:

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

What You'll Need:

To be considered for this opportunity, you should:

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

Highly Desirable:

- Certificate II in Automotive.

Application Process:

If you are ready to jumpstart your career with the Tony White Group, please submit the following documents:

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

Please note, that only shortlisted candidates will be contacted.

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

Tony White Group is an equal opportunity employer.

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Apprenticeship

Parks and Gardens Apprenticeship

The Opportunity -

Novaskill is currently partnered Descas Landscaping to offer a Parks & Gardens Apprenticeship, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their apprenticeship!

You'll be completing a nationally recognised Certificate III in Parks and Gardens whilst gaining experience & developing relationships in the Horticulture Industry.

Learnings -

- Identify plants and understand how best to tend to them
- Implement a plant nutrition program
- Use your keen eye to troubleshoot and report on plant health
- Conduct specialist transplanting, pruning and mowing operations
- Control weeds, plant pests, diseases and disorders
- Improve soil quality

Outcomes –

- Experience working on parks and gardens constructed or rejuvenated in an outdoor space
- The opportunity to visit botanic gardens, parks, campus surroundings or nurseries through excursions to support your learning
- The ability to conduct specialist pruning techniques on a range of vines, hedges and small trees
- The opportunity to become affiliated with the Australian Institute of Horticulture upon graduating

Apprenticeship Suitability Recommendations –

To succeed in this apprenticeship, we recommend you have –

- An interest in the natural environment
- Comfortability working outdoors, in different environments, terrains and in a range of weather conditions
- A reasonable level of fitness to use wheelbarrows, do repetitive lifting and be on your feet for long periods
- Literacy, numeracy and computer literacy at Year 10 level

About You -

- Demonstrated commitment to completing your study whilst balancing working
- Have time management, attention to detail, planning and organisational skills
- Willing to work hard and complete the job
- Drivers Licence & Reliable Transport is desirable

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Apprenticeship

Landscape Construction Apprentice

The Landscape Team have been constructing amazing outdoor spaces for everyone to enjoy since 2021. The team have been hard at work setting in stone beautiful and long-lasting designs, from the form work of hard landscapes to lush garden oasis plantings. Our qualified Landscapers are backed by excellence in safety and environment, focusing on quality and best practice work.

We have several opportunities available in the **Central Coast and Newcastle** areas of NSW working across our major contracts – meaning that your skills are developed across all areas and you're not stuck on the same jobs! You will complete:

- Preparing and maintaining garden beds
- Installation of hard and soft landscape works
- Soil preparation and installation of drainage and irrigation systems
- Deck and retaining wall construction
- Operation of machinery and equipment

Our clients include Maitland Council, Newcastle University, Spotless, Central Coast Council and so much more!

In return you will be offered:

- Above award wages
- Full-time position with overtime and weekend work
- Variety and rotation throughout all areas
- State of the art equipment – including our new fleet of electrical machinery
- Training and development opportunities
- Career progression
- Mentorship

To be successful in your application you will need to possess:

- OHS Construction Card (White Card)
- Drivers Licence

ROOF PLUMBER APPRENTICE

About Us

Litchfield Roofing is a leading metal roofing family owned contracting company with a history spanning more than 50 years delivering first class high quality commercial and industrial roofing projects.

Your Role

- Work in a team environment to install roofing, wall cladding and associated roof plumbing work.
- Develop experience and skills of the trade on the job plus attend TAFE to complete Certificate III in Roof Plumbing trade course and become a fully qualified tradesperson.
- Work with your hands in an outdoor environment on construction sites.

Requirements

- Desire and willingness to work hard in a team environment.
- Physically suited and motivated to work in outdoor construction environments
- Reading, writing and maths skills.
- Drivers licence and own transport
- Construction Industry OHS Induction Card

Benefits of Working with our company

- Excellent pay rates and proper award conditions.
- Safe work environment
- Opportunity for career progression
- Interesting and rewarding work in a wide variety of site and types of projects.
- Secure permanent work
- We provide protective clothing, safety equipment and power tools.

show that you meet the above requirements to reception@litchfieldroofing.com.au

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Apprenticeship

Tradesman Painter & Apprentice Painter

About the business and the role

Paint.it Solutions Pty Ltd is an energetic and dynamic painting contracting company which provides complete painting solutions to our clients (i.e. domestic and commercial) who are located in the Central Coast, Newcastle and the Hunter Valley

Skills and experience

- Good work ethic.
- Good communication skills.
- Punctual.
- High level of attention to detail.
- Work well within a team.
- Genuine interest in pursuing a career as tradesman qualified painter.
- Construction induction white card would be highly regarded.
- Drivers licence and own vehicle (essential).

Job benefits and perks

- Above award wages paid.
- Tafe fees & associated materials fully reimbursed (apprentice role).
- Uniform and tools will be provided.

How to Apply

Click the Apply button to submit your application:

Please ensure your CV or cover letter include your current residential address and details of any painting experience you have had.

Due to the high volume of applications we are anticipating only successful applications will be contacted.

Apprentice Mechanic

Newcastle Toyota's Service Department is expanding and looking for a qualified Technician or a competent apprentice to join our high performing service team.

Our commitment to staff satisfaction will ensure the successful applicant is one of the best positions in the motor industry.

Newcastle Toyota's management teams are committed to total staff satisfaction ensuring our working conditions are always of the highest standard.

Our state of the art premises provide a safe, efficient and very clean work environment.

The successful applicant will be exposed to major and minor mechanical and electrical repairs and also major and minor servicing.

To be successful in this position you will need to have pride in your work, good work ethic and have the self-motivation to fit into a hard working team environment.

If you are a qualified mechanic or apprentice and you wish to join one of the award-winning automotive dealerships in the country, please apply via seek with a current resume and relevant cover letter.

At Newcastle Toyota we offer careers not jobs.

Please only apply if you have the right to work in Australia.

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Apprenticeship

Apprentice Glass & Glazing

Apprenticeship Opportunity Certificate III in Glass and Glazing

TuffCo Glass is seeking a motivated Apprentice to join our team. The right person will possess a willingness to learn and work as a team player.

Main Duties/Responsibilities:

Including, but not limited to:

- Attend TAFE to fulfill the theory component of the qualification.
- Manual Handling
- Glass Cutting
- Glass Processing
- Double Glazed Unit – Production line
- Stock Movement/Unloading Containers
- Loading and Unloading Trucks
- Participate in internal training.

Skills:

Including, but not limited to:

- Punctual
- Reliable
- Able to understand work directions.
- Excellent verbal and written communication
- Organised and able to meet deadlines.

Performance Goals:

- Complete theory tasks on time
- Produce high quality products.
- Manage your workload
- Effectively communicate with clients, suppliers, and other employees professionally
- Develop Industry skills.

Location:

Jesmond, NSW 2299

Work Type:

Full-Time Apprenticeship

Wage:

Award Rates Apply

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Apprenticeship

APPRENTICE SHEETMETAL TRADESMAN

C&J Sheetmetal Fabrications are looking for Sheetmetal Apprentices. To be eligible for this apprenticeship you must be:

About you:

- Maturity and a positive attitude
- Effective English reading, writing and communication skills
- Positive attitude with an eagerness to learn and follow instruction
- Basic knowledge of mathematics, geometry, and measurements.
- Australian drivers license and reliable transport
- The successful candidate will undergo a Certificate III in Engineering.

About the role:

- Cutting, bending, and polishing stainless-steel, Aluminum and Mild Steel
- Learning to interpret technical drawings
- Welding
- Assisting tradesmen
- General workshop duties
- Onsite and offsite duties

Please email accounts@candjsheetmetal.com.au

Plumbers and Apprentice's

Academy Plumbing has been operating for 50+ years specialising in units, commercial and major works contracts. The business is renowned for being a fast paced, hard working team located in the Newcastle area. We are currently looking for plumbers and apprentices to join our team with an immediate start.

Job tasks and responsibilities

The applicants must be able to work flexibly among a team and individually. Knowledge of the general plumbing trade is required, applicants must have their own general tools.

Skills and experience

- Sound knowledge of plumbing
- General plumbing tools required
- The ability to work both with a team and individually unsupervised
- Holder of a white card

Job benefits and perks

- Standard trade hours (7am-3pm)
- Above award wages
- Ability to both learn and operate excavator equipment



Windscreen Fitter Apprenticeship

If you love delivering a first-class customer experience, have an excellent work ethic, want to receive supportive on the job training and receive a full qualification, then this is the right career for you!

- This is on the job learning with a very supportive Team and Management
- Complete the Apprenticeship within 3-4 years and receive the full qualification from the Registered Training Organisation (RTO)
- You will be paid on competency and not on tenure: eg. you could be paid Level 5 after 2 years but not receive your certification.
- Willing to stay employed after you have completed your Apprenticeship.

What you'll be doing:

- Undergo the O'Brien Cert III in Automotive Glazing through our O'Brien® Auto Technician Skills Development Program
- This program is designed to develop Auto Technician capabilities to the level required to repair and replace glass on any type of motor vehicle to Australian standards.
- Learn how to complete windscreen re-calibrations for Advanced Driver Assistance Systems (ADAS)
- Undertake glass chip repairs
- Deliver an excellent experience to our customers
- Deliver the service in a professional and timely manner
- **What we are looking for:** Employees with a very strong work ethic
- Must be comfortable dealing with customers face to face and selling company products
- Have a true passion for delivering customer service excellence
- **MUST be able to drive Automatic and Manual vehicles!**
- Reliable, positive attitude and willingness to learn the trade
- Retail or automotive knowledge or experience is an advantage but not required.
- Strong attention to detail and accuracy
- A high level of self-awareness and desire for ongoing personal development
- Desire to succeed, with an energetic and enthusiastic approach.
- Demonstrates a commitment to achieve results and is positive in times of pressure.
- Good organisational & time management skills with the ability to prioritise conflicting tasks.
- Satisfactorily pass a pre-employment assessment including a drug and alcohol test

The Perks: Long term career opportunities

- Flexible rostering with options for penalties and overtime
- Ongoing incentive programs and recognition
- Ongoing learning and development during and after your Apprenticeship
- Supportive team members and management

Tools and uniform provided

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Apprenticeship

Apprentice Electrician (1st/2nd/3rd Year)

Bis are now currently accepting applications for Electrical Apprentices, either 1st, 2nd or 3rd year apprentice applications will be accepted. This role will be based at our Tomago Workshop in NSW and are on a 4/3 Roster or a 5/2 Roster working a minimum of 38 hours per week, of course this will take into account any time required for external TAFE studies and blocks of work!

Bis are offering rates commencing from \$18.26 per hour up to \$32.60 per hour, pending your experience and what year in your apprenticeship you are. The successful applicant will be performing electrical repairs and maintenance across a variety of underground mobile plant under the guidance from an Experienced Electrician.

Daily Duties include:

Upholding our motto of Zero Harm for both personnel and equipment;

- Assist with preventative and corrective electrical maintenance and repairs to mobile equipment;
- Follow direction as required from senior tradespersons and managers onsite;
- Install new equipment under supervision;
- Assist with basic troubleshooting of equipment breakdowns, fault finding and repairs under supervision;
- Complete pre-starts, care & maintenance of vehicles;
- Complete your studies as required for the successful completion of the Apprenticeship Program.

To succeed in this role, you must:

Demonstrate a commitment to our goal of Zero Harm.

- Have a positive can-do attitude and adhere to all site safety standards and requirements.
- Have the ability to work autonomously, meet deadlines and work under pressure.
- Have strong fault-finding capabilities/diagnosis skills.
- Be a strong communicator and have attention to detail.
- Current drivers' licence or demonstrated reliable means of transport.
- **NOTE: If you have already commenced an electrical apprenticeship and are looking to change companies, it will be required of you to bring your TAFE reports to the interview, should you be selected.**

Benefits of Working for Bis:

In addition to providing a competitive salary/rate, we are also able to provide long-term job security, career development and training opportunities as well as but not limited to the below list of employee benefits:

Novated Leases of Motor Vehicles through SGFleet.

- Subsidised Corporate Private Health Insurance for you and your family.
- Income Protection and Life insurance with AustralianSuper.
- Paid Parental Leave (Up to 18 Weeks' Pay for Primary Carer)
- Employee Referral Program (up to \$2500)
- Corporate Discounts on Motor Vehicle Purchases with Toyota
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- Education Assistance
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Apprenticeship

Apprentice Roles - Heavy Vehicle Mechanic, Auto Electrician

📌 **Join Our Team of Heavy Vehicle Mechanics and Auto Electricians at Jackson Plant and Transport Repairs!** 📌

Are you passionate about heavy vehicles, machinery, and the art of mechanics/auto electrics? Are you in pursuit of an exciting opportunity to demonstrate your skills and drive your career in the right direction? Jackson Plant and Transport Repairs, a renowned service provider for trucks, truck-mounted plant, and various machinery situated in the Newcastle region, is actively seeking motivated and skilled Apprentices to become an integral part of our expanding team.

Why Choose Jackson Plant and Transport Repairs for Your Apprenticeship?

At Jacksons, we're in the midst of a growth phase and seek outstanding individuals to contribute significantly to our achievements. As an enthusiastic and aspiring Apprentice, you'll play a central role at our Beresfield workshop. Embrace the opportunity to work in a stimulating environment that highly values innovation, teamwork, and excellence.

What Your Apprenticeship Entails:

- Gain hands-on experience in servicing and repairing trucks, trailers, and commercial vehicles for large fleets.
- Benefit from the guidance of seasoned professionals, learning from their expertise and gaining valuable diagnostic skills.
- Learn the art of diagnosis and hone your skills on a wide variety of equipment.
- Gain exposure to a wide range of equipment and their systems

What We're Seeking in an Apprentice:

We're searching for apprentices who embody these qualities:

- A keen interest in heavy vehicles, mechanical and auto electrical skills.
- A knack for diagnosing mechanical faults, coupled with a genuine curiosity for troubleshooting.
- A results-driven mindset, coupled with an eagerness to make a positive impact.
- Effective communication abilities to understand direction and fault descriptions
- Dedication, strong work ethic, and a reliable nature.
- Prior exposure to a similar role or related experience that highlights your natural aptitude for the field.
- A valid NSW driver's license. Any additional licenses would be advantageous.

Why This Apprenticeship Is the Perfect Fit for You:

- Immerse yourself in a full-time, Monday-to-Friday schedule starting at 7am, ensuring a well-balanced work-life harmony.
- Capitalize on your existing mechanical interest by contributing to our thriving service department.
- Seize the chance for personal growth and skill enhancement as our business continues to flourish.
- Apprentices in their 2nd, 3rd, and 4th years are encouraged to explore diverse roles within our team.
- Join an organization that's focused on growth, dedicated to nurturing internal talent.

We Provide:

- A compelling remuneration package and tailored benefits that align with your burgeoning skill set.
- The opportunity to be part of a vibrant company culture that highly esteems integrity and innovation.
- A chance to leave a significant imprint on both the industry and our business.

If you're brimming with enthusiasm to make your mark in our industry and contribute to a forward-looking business, we invite you to apply through the links provided in this advertisement or send your resume to employment@jptra.com.au. Please note, we kindly request no agency inquiries.

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Apprenticeship

Apprentice Carpenter (1st, 2nd, 3rd or 4th year)

Hunter2Coast Carpentry are currently seeking motivated 1st, 2nd, 3rd and 4th year apprentice carpenters.

Specialising in but not limited to

- Timber frame and trusse
- Eaves and external fix, cladding etc
- Fix outs

Due to high volume of work, we are needing to expand the crew.

Drivers licence, vehicle and basic tool kit is essential.

Must have a 'can do attitude', reliable and interest in building and construction.

The successful candidate will be working in a team environment, working alongside other apprentices and tradesmen in the Maitland and Lower Hunter areas.

Please submit your resume.

Landscape Construction Apprentice

The Landscape Team have been constructing amazing outdoor spaces for everyone to enjoy since 2021. The team have been hard at work setting in stone beautiful and long-lasting designs, from the form work of hard landscapes to lush garden oasis plantings. Our qualified Landscapers are backed by excellence in safety and environment, focusing on quality and best practice work.

We have several opportunities available in the **Central Coast and Newcastle** areas of NSW working across our major contracts – meaning that your skills are developed across all areas and you're not stuck on the same jobs! You will complete:

- Preparing and maintaining garden beds
- Installation of hard and soft landscape works
- Soil preparation and installation of drainage and irrigation systems
- Deck and retaining wall construction
- Operation of machinery and equipment

Our clients include Maitland Council, Newcastle University, Spotless, Central Coast Council and so much more!

In return you will be offered:

- Above award wages
- Full-time position with overtime and weekend work
- Variety and rotation throughout all areas
- State of the art equipment – including our new fleet of electrical machinery
- Training and development opportunities
- Career progression
- Mentorship

To be successful in your application you will need to possess:

- OHS Construction Card (White Card)
- Drivers Licence

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Apprenticeship

Carpentry Apprenticeship

Valley Prestige Homes has an opportunity for a hardworking individual to join our team to complete an apprenticeship in Carpentry.

- Full-time position
 - Immediate start available
 - Standard apprenticeship wages apply with overtime if required, including sick and holiday pay.
 - Working in the Hunter, Newcastle & Lake Macquarie area
 - 1st, 2nd, 3rd, 4th year and mature age all welcome to apply
 - Residential construction with the opportunity to learn all aspects of house construction
- Requirements
- Willing to undergo a medical
 - Must have a current white card
 - Must be reliable and willing to work and obtain Certificate III in Carpentry
 - Must have a current driver's licence preferably at least Green P's and own a reliable vehicle
 - Able to drive a manual vehicle
 - Ability to work in a team environment
 - Attention to detail and taking pride in workmanship
 - Good work ethic, reliable and self-motivated
 - Able to follow instruction
- If this sounds like you, click apply! Only suitable applicants will be contacted.

Apprenticeships - Fitter Machinist & Boilermaker

Walton Mine Services is an Australian owned and managed company with long standing Business relationships in the Hunter Valley, Lake Areas, South Coast, Western Districts, Gunnedah Basin, and Queensland Coal Fields. The Company Prides itself on Safety and a Strong work ethic which has been key to the growth over the past decade and continuing.

Walton Mine Services provides quality labour & service to the mining industry. We also provide long term positions to mine sites across the Hunter Valley and Lake areas.

Also the Engineering workshop delivers high quality repairs with lead times that are second to none!

About the role

We are seeking applications from enthusiastic individuals over the age of 18 years old, who wish to pursue a career as an Apprentice Fitter and Machinist & Boilermaker trade as well.

To be considered for this role you will:

- Be over the age of 18 years old
- Committed to completing a 4 year apprenticeship
- Current Drivers license
- Be self-motivated to successfully complete both work and studies
- Demonstrate a high quality of work and attention to detail

Successfully complete a pre-placement medical including D&A testing

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Apprenticeship

1st Year Apprentice Carpenter

We are small local team looking for a go-getter to join our team. We specialize in the construction of quality outdoor entertaining areas, decks, gazebos, pergolas and Bali Huts.

We are looking for an enthusiastic person with the right attitude looking to start their career with a carpentry apprenticeship in the Newcastle/ Central Coast area. We have a fully equipped workshop in Dora Creek, set up for in house fabrication work and the majority of our on-site construction work is for residential clients across Newcastle & The Central Coast. As such, you must have a drivers license and your own transport to get to and from jobs.

Successful candidates will be employed full time, be paid an wages and allowances as per the award for a full time 1st year carpentry apprentice and receive training in Certificate III Carpentry at Tafe at Belmont starting mid-year in 2024.

The ideal candidate for this role will:

- Have a great attitude towards work, self-motivated, proactive and willing to listen & learn
 - A genuine interest in the field of carpentry & construction
 - Be punctual, reliable and hardworking
 - Be committed to finishing their apprenticeship and become a fully qualified carpenter
 - Be a team player
 - Have an eye for detail
 - Must have a driver's license (P's) and reliable transport
 - CI Card (White Card) (or be willing to obtain prior to starting)
- Be Prepared to travel across Newcastle & Central Coast regions

1st Year Mobile Plant Mechanic

• Our host employer, **Aggreko** is the global leader in generator and temperature control hire with locations throughout the world. A major player in the global power market with local operations spanning across Australia, New Zealand and the Pacific, Aggreko is seeking a Plant Mechanic Apprentice who will assist the team to undertake maintenance and repairs of equipment at their **Rutherford** Depot.

Plant Mechanics may diagnose and repair drivelines, drive assemblies, engines, suspension, brakes, hydraulics, pneumatic systems, steering, wiring and circuits and controlling systems.

Benefits:

All training fees paid

- All PPE provided throughout the apprenticeship
- Mentoring from experienced industry professionals
- A dedicated field consultant with Ai Group to support you throughout your apprenticeship
- A nationally recognized qualification
- Access to the National Trade Support Loan
- **Desirable requirements:**

Poses a mechanical aptitude

- Must be committed to a 4 stage/year apprenticeship.
- Positive, can-do attitude with a strong focus on safety
- Drivers licence & and own transport
- Year 12 pass with a strong mathematical skills
- Be willing to undergo a police check.
- **Mandatory Requirements:**

Must be an Australian Citizen or hold the right to work in Australia

Ai Group Apprentice and Trainee Centre are an equal opportunity employer, we encourage applicants from a diverse range of backgrounds to apply. Female applicants are also strongly encouraged to apply.

Please Note: We thank all candidates in advance for their applications, all applications should include a relevant short Cover Letter with a current resume. Only shortlisted candidates will be contacted at this time.

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Apprenticeship

Apprentice Sheetmetal Worker

- Able to listen and follow instructions
- Work alongside tradesmen to gain hands on experience in all facets of the trade.
- General record keeping knowledge
- During the apprenticeship, you will be expected to learn welding, drilling, grinding & preparation of any laser shapes for the previously mentioned tasks.

- Some site installations

Qualifications & experience

- You will be expected to attend TAFE one day a week and over 4 years gain your Cert III in Engineering – Fabrications (Light) Trade Qualifications.

- Manual Drivers Licence Preferred

Benefits

- Free Meat/Salad Roll on a Thursday
Free Bacon & Egg Roll on a Friday.

Boilermaker apprentice

We are a family owned and operated business that has been servicing Newcastle, Central coast and the Hunter for over 25 years. We service a range of industries including concrete plants, civil, building, schools and more. With a wide variety of work, we do concrete plant maintenance and upgrades, structural steel, earthmoving repairs, pile splicing, and handrails and balustrade.

Job Role

We are seeking an apprentice, 1st year through to 4th year, who is self motivated, and willing to learn. Work hours are varied and overtime is available.

Air Conditioning Service apprentice

Are you looking for a change? Look no further! East Coast Air has an amazing opportunity on offer!

We are currently seeking a 3/ 4th year apprentice to join our fast paced service department. Mature aged apprentices are more than welcome to apply.

Training and further educational opportunities are also available.

East Coast Air is a well-known and respected pillar of the local HVAC+R community. We have been operating and performing to the highest industry standards since 2004. Our growing company has an exciting opportunity for a apprentice who shares the same enthusiasm, motivation and commitment that we do.

To be successful in this position we require the following:

- Relevant trade qualification
 - Arctick license or trainee license
 - Current drivers license
 - OH & S white card
 - Professional manner and neat appearance
- A resume/ cover letter must be submitted for your application to be considered.

If you want a change, new challenges and the opportunity to work within a very well-respected company then don't hesitate to contact Nathan Balliana at managerservice@eastcoastair.net.au or eca@eastcoastair.net.au.

All enquiries will remain 100% confidential.

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Apprenticeship

Civil Construction Apprenticeship - July 2024 Intake - Singleton

Together, let's connect with our communities and nurture relationships.

You're ready to begin your career in an organisation passionate about helping you learn, grow, and succeed.

This role will see you get hands on training and experience whilst obtaining a nationally recognised qualification!

In this role, you'll:

Combine paid work with structured training, allowing you to learn a trade while working towards a nationally accredited qualification. No previous experience is required - you'll learn everything you need to know throughout the program.

This **Civil Construction Apprenticeship** program will be based in **Singleton**, commencing in July 2024, so get ready to kick start your career with NSW's leading Transport Agency, Transport for NSW!

Get paid to learn in-demand skills and gain valuable experience within a government agency.

For more information on this position and business unit, view the role description.

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

- You are an Australian/NZ citizen or an Australian Permanent Resident
-
- You have completed Year 10 or hold a Record of School Achievement (RoSA) or equivalent
-
- You are able to commence full time employment in July 2024
-
- You possess or are in the process of obtaining C class driver's licence
-
- You have access to reliable transport to travel to the office or depot
-
- You are comfortable with working at heights, in confined spaces or within live traffic as required in the role
- You are aware that travel is required as part of this role
- You have proven basic computer literacy

What's on Offer?

- 3-year fixed term full-time Apprenticeship
- Certificate III in Civil Construction (Road Construction and Maintenance) through structured in person classes at TAFE
- Applying the knowledge gained through your studies into practical skills and on-the-job experience
- Develop your soft skills like communication, problem solving and teamwork

Rates of pay is dependent on age, please see below for details

Under 21 years of age (as at commencement date) \$618.80 per week

21 years of age or over (as at commencement date) \$1151.10 per week

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Apprenticeship

Apprentice Electrician

Sparked Electrical are a highly qualified team of electrical contractors who operate on largely high density residential or commercial projects throughout the Newcastle / Central Coast regions

Due to recent growth, Sparked Electrical are looking for **apprentices** to support multiple Commercial and High Density residential projects. This role would be suited to an individual who is looking for an opportunity to create a career in Electrical.

To be considered for this role you should have

- Current Drivers' Licence
- Construction White Card
- Ability to work well in a team environment
- Neat & Tidy (uniform will be provided)
- Punctual
- Excellent communication skills

Applications should be submitted via SEEK with all other queries directed to careers@sparkedelectrical.com.au

Please note, individuals must have Australian Permanent Residency or Citizenship in order to be considered for this role.

Apprentice Roof Plumber

Quality Roofing Contractors is a respected roof plumbing business located in Newcastle. We pride ourselves on quality workmanship and builder satisfaction. We ensure our employees feel valued and respected, not just another number. At Quality Roofing Contractors you will receive the training and support to excel in roof plumbing, with each apprentice getting 1 on 1 training from one of our highly skilled tradesmen.

Roof Plumbing Apprentice 1st, 2nd or 3rd year requirements:

- Must be well presented and able to communicate with confidence.
- Must be willing to learn and take direction.
- Must have transportation to sites located in Newcastle.
- Must have an eye for detail and complete tasks to high standards.

Tasks and type of work you will be carrying out but not limited to:

- New Roofs
- Commercial Roofing
- Fascia, Guttering and Downpipes
- Wall Cladding incl. Architectural
- Attending TAFE 1 day a week

In return we offer:

- 1 on 1 Training
- Hand tools and power tools
- Set Hours: Monday - Thursday 6:45 - 4:00 / Friday 6:45 - 2:00
- Quarterly events
- Uniforms supplied
- Paid lunch breaks
- Opportunity to grow
- Family first attitude

If you think you fit these criteria, please apply by email to Admin@qrcontractors.com.au

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Apprenticeship

Yancoal 2024 Auto Electrical Apprenticeship

With opportunities at Yancoal's Mount Thorley Warkworth mine, we are currently seeking candidates interested in a career within the mining industry for an Plant Mechanical and an Auto Electrical Apprenticeship. Mt Thorley Warkworth (MTW) is a large open pit coal operation located in the NSW Hunter Valley region approximately 10km south west of Singleton.

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

Working with a safety focused team

- Nationally recognised qualification
- Learning from experienced and qualified trades people within the industry
- Ongoing coaching, mentoring and support from both Programmed and Yancoal
- Exposure to a broad range of mechanical/electrical functions
- Competitive wage

Inherent requirements of employment

Australian citizen or permanent resident

- Must hold a current driver's licence or have plans to obtain a driver's licence within the first 12 months
- Applications must have completed HSC
- Candidates must live within a one (1) hour drive of Yancoal's Mount Thorley Warkworth mine sites
- All shortlisted candidates will need to undertake and successfully pass a pre-employment medical including Drug and Alcohol. (electrical candidates must also pass colour blind testing)
- Recent school leavers must upload last two school reports

We are seeking people with a positive can do attitude who have excellent communication skills, enjoy hands-on learning, excel at problem solving, are well-organised, have attention to detail, and can deliver the best outcome for Programmed and Yancoal. You'll need to enjoy interacting with new people, be passionate about and have an interest in building a career in the mining industry.

Who we are

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

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

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

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

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

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Apprenticeship

Apprentice Mechanic

Apprentice Mechanic required for our busy workshop located in Cardiff.

Our workshop specializes in suspension repair and wheel alignments.

We require an enthusiastic and reliable person who is willing to commit to a full-time apprenticeship.

Carpenters - Apprentices

Positions vacant for Apprentice Carpenters.

Suitable candidates will meet the below criteria:

- Must be motivated with a positive "can do" attitude.
- Have a valid drivers licence and reliable vehicle.
- White card.
- Efficient in problem solving.
- Be physically fit.
- Able to follow instructions.

Please forward your resume via email to: administration@btccarpentry.com

Apprentice Automotive Mechanic - 1st Year

We have an opportunity for a 1st Year Apprentice Automotive Mechanic to join Singleton Toyota. Your responsibilities will include servicing, diagnosis and repair on a wide range of models.

About You

- High level of personal commitment and focus
- Works well in a team environment
- Excellent communication skills
- Current and valid manual drivers' license
- An ambition to succeed

Benefits

- Work a 9 day fortnight
- Work with Australia's best selling car brand
- Onboarding and training provided
- High performing and supportive team
- Employee discounts
- Opportunity for career growth and advancement

To Apply

Click Apply and for more information regarding Singleton Toyota we encourage you to visit <https://www.singletoyota.com.au/>

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Apprenticeship

Plumbing Apprentice

Plumbing Apprentice required to start ASAP with a Newcastle based construction plumbing company established for over 23 years.

The successful applicant must meet the following criteria:

- * Must be self-motivated/hard working and willing to work as part of our team
- * Must be able to follow instructions and retain information
- * Must display a sound knowledge of practical use of tools and mechanical aptitude
- * Have manual drivers licence
- * White card (or obtained prior to any trial)

Your resume must contain and or have the following attached

- * Any full time/part time work or experience
- Any qualifications
- * At least 2 contactable references

Please email resume to Kylie
at admin@finleythomas.com.au

Apprentice Carpenter

Looking for 1st-3rd year framing carpenters for a growing carpentry business around Maitland Steel frame experience is highly favoured

Must be able to perform in a fast paced environment

No matures age applicants sorry

1st year Must have

- A car and licence
- White card
- Ability to work in a fast paced environment
- Ability to work well with others

2nd - 3rd year must have

- A car and licence
- White card
- Ability to work in a fast paced environment
- Ability to work well with others
- Basic hand/power tools

Willingness to learn and progress within the business

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Apprenticeship

Air conditioning and Refrigeration Apprentice

- No experience needed however some experience in Electrical and Air conditioning will be added advantage.
- Candidate should have dedication towards the trade and willing to learn.
- Must have white card
- Drivers licence
- Finished year 12
- Have you got can do attitude and willing to make Career towards Air conditioning or electrical trade and have ability to handle pressure

Tasks & responsibilities

- Assist Senior Trades
- Learn while you earn
- 2nd and 3rd year Apprentice can also apply
- Work car given to 2nd or 3rd year apprentice.
- Tools of trade

Benefits

- Earn while you learn
 - Uniform provided
 - Allowance
- Travelling allowance.

First year painter and decorator

Turnbull Painting Contractors are a small local business based in Newcastle who have been operating for over 70 years. Who have won numerous awards like the most recent one Painting master builders house of the year 2020. Our business is a small business that sets the benchmark high for the quality of our work which cover all aspects of painting from residential to commercial projects. Its a great opportunity for an individual looking to start their career in painting and decorator because we have highly skilled tradesmen to teach you all the skilled to be a great tradesmen.

Qualifications & experience

No qualifications needed at this time but a white card will be needed down the track common sense and willingness to listen and learn. Being based around the Warner's Bay area would be preferable suit school leaver

Tasks & responsibilities

Preparing areas and surfaces ready for painting use hand and power tools settings up scaffolding being able to follow instructions and work with and as a team member

Benefits

Turnbull Painting Contractors pride themselves on putting there time into teaching the successful applicant in all aspects of painting from general painting systems to spray painting to architectural and commercial coatings

1ST YEAR APPRENTICE SPRAY PAINTER

We are seeking a 1st Yr Apprentice Spray Painter to join our busy panel shop

- Self motivation
- Good attention to detail
- Hard-working
- Reliable
- Willing to learn
- Genuine interest in the automotive industry
- Drivers licence and own transport

Forward your resume with a cover letter referencing your interest to be contacted for the opportunity to join our team.

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Apprenticeship

Apprentice Automotive Parts Interpreter

Become an Apprentice Parts Interpreter with Kloster Parts!

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

About the Role:

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

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

To be considered for this role, you should possess:

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

Desirable Qualifications:

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

How to Apply:

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



Apprentice Boilermaker

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

Successful candidates will have a genuine interest in Boilermaking, will not be afraid to get their hands dirty and have a desire to learn new skills with the goal of becoming Trade Qualified, then progressing further post trade.

Key Responsibilities:

Light to medium fabrication

- Grinding, gouging and welding
- Interpret technical drawings and blueprints
- Operate various tools and equipment, including welding machines and power tools, following safety protocols
- Collaborate with senior boilermakers and other team members to complete projects efficiently and to high quality standards
- Maintain a clean and organised work area, adhering to safety and environmental regulations

The Apprenticeship On Offer:

Apprentices will gain a broad range of skills within the Boilermaking Trade

- Opportunity to join an established business with a proven apprenticeship program
- Gain skills in MIG, TIG and Stick welding
- Above award pay rates
- Work side by side with highly skilled Tradesmen ready to pass on their years of experience & knowledge within the industry
- Opportunity for career progression post trade

What We're Looking For:

Must have a genuine interest in building a career as a Boilermaker

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

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

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Apprenticeship

1st or 2nd Year Apprentice Chef

The Lambton Park Hotel and Bartholomews Newcastle is part of a small family-owned bar/restaurant & pub group.

We are dedicated to offering the best food and drinks available and a high standard of customer service.

Currently, we have an opening for 2 x apprentice chefs to start their careers in the kitchen.

About the roles

We are looking to expand our team and are searching for a First-Year Apprentice. (Second-year apprentices will also be considered)

Apprentice Requirements and Responsibilities:

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 experiences within a commercial kitchen environment.

- No experience necessary
- Work well alone and as part of a small team
- Be enthusiastic about food
- Have a great attitude
- Have a willingness to learn
- Be available weekends
- Clean, maintain and store kitchen equipment appropriately
- 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
- Under supervision, you will operate kitchen equipment such as mixers, choppers, fryers, steamers and learn different knife and cooking techniques

Benefits and perks

- Great team
 - Restaurant Industry Award Wages
 - Discounts offered across the group of venues
 - Consecutive days off.
 - Weekly wage
 - Earn & Learn
 - Gain a nationally recognised Qualification – **Certificate III in Commercial Cookery**
- Mentoring and support provided right through your Apprenticeship

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Apprenticeship

Expression of Interest - Electrical Apprenticeships

Protech are currently seeking expressions of interest for multiple Electrical Apprenticeships based in Newcastle and the Hunter Valley Region.

These positions are open to 1st - 4th Year apprentices, which will include on-the-job training with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

About The Role:

- You will be completing a Certificate III in Electrotechnology whilst gaining exposure to Solar, Domestic, Commercial & Industrial environments.
- Use of various testing equipment including multimeters to check voltage, current, and continuity which will contribute to ensuring electrical systems are working properly.
- Gaining an understanding and adhering to local and national electrical codes & regulations will be crucial you will learn how to ensure that all electrical work meets safety and code requirements.
- You will learn how to measure, cut, bend, and install conduit (metal or PVC pipes used to protect electrical wires) and assist in pulling and securing electrical wiring within the conduit.
- Following safety protocols and ensuring a safe work environment is critical. This includes using personal protective equipment (PPE) and maintaining a clean and organised work area.
- You will help install and maintain electrical systems, including wiring, lighting, outlets, switches, and circuit breaker panels.

About You:

- A passion for the Electrical Industry and a willingness to learn.
- Have excellent time management, attention to detail, planning and organisational skills.
- Drivers Licence & Reliable Transport is mandatory (you will need to use this to drive to sites and will be paid allowances to cover the costs).
- Hold a Construction White Card or willingness to obtain one.
- Demonstrated commitment to completing your study whilst balancing on the job work.
- Able to pass Pre-employment Drug & Alcohol and Physical testing.

Benefits:

- On the job training - earn while you learn.
- Gain a nationally recognised qualification.
- Opportunities to be employed full-time at the end of the apprenticeship.
- Join a supportive team that encourages your learning & growth.
- Variety in your days with work all over the Newcastle/ Hunter region.

First Nation and Female participants are encouraged to apply.

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Apprenticeship

Apprentice Signmaker/Installer

This leading signage company in the Newcastle area is seeking an Apprentice to join their team.

This is a wonderful opportunity to increase your skills set while working in a dynamic supportive team.

The successful applicant would be responsible for the installation and manufacturing of Signage, Lightboxes and Vinyl Application to vehicles

To be considered for this role, you must be able to:

Have great Attention to Detail

Be a motivated self starter

Enjoy working within a team environment

Communicate Effectively

Ensure WH&S and Quality Policies and procedures are adhered to

White Card or willingness to gain a White Card

Application Deadline: 18 February 2024

Job Types: Full-time, Apprenticeship

ROOF PLUMBER APPRENTICE

Litchfield Roofing is a leading metal roofing family owned contracting company with a history spanning more than 50 years delivering first class high quality commercial and industrial roofing projects.

Your Role

- Work in a team environment to install roofing, wall cladding and associated roof plumbing work.
- Develop experience and skills of the trade on the job plus attend TAFE to complete Certificate III in Roof Plumbing trade course and become a fully qualified tradesperson.
- Work with your hands in an outdoor environment on construction sites.

Requirements

- Desire and willingness to work hard in a team environment.
- Physically suited and motivated to work in outdoor construction environments
- Reading, writing and maths skills.
- Drivers licence and own transport
- Construction Industry OHS Induction Card

Benefits of Working with our company

- Excellent pay rates and proper award conditions.
 - Safe work environment
 - Opportunity for career progression
 - Interesting and rewarding work in a wide variety of site and types of projects.
 - Secure permanent work
- We provide protective clothing, safety equipment and power tools.

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Apprenticeship

Air Conditioning - Service Technicians, Commercial Installers, Apprentices

Service Technician:

- Being responsible for the service and maintenance of HVAC equipment across several commercial / mining sites.
- Servicing and maintaining Air conditioning systems,
- Training for continuous development of skills
- Fault finding and problem solving
- Working within a team environment
- Focused on providing a high level of service and client satisfaction

Commercial Installer:

- Leading an installation crew
- Understanding site plans and mechanical plans
- Training for continuous development of skills
- Fault finding and problem solving
- Installation of new Air conditioning and refrigeration equipment
- Working collaboratively within a team to deliver multiple projects
- Focused on providing a high level of service and client satisfaction

Prioritise tasks to meet specific targets and deadlines

Apprentice:

- Training for continuous development of skills
- Fault finding and problem solving
- Installation of new A/C and refrigeration equipment

Working collaboratively within a team.

About you:

The successful candidate will have:

- Strong communication skills and attention to detail
- Ability to work autonomously and take pride in work
- ARTICK refrigeration handling licence (Excluding apprentices)
- Certificate III in air conditioning and refrigeration (Excluding apprentices)
- Supervisor's licence (Excluding apprentices)

What's in it for You?

- Attractive salary
- Maintained company vehicle and phone
- Full-time hours (Overtime when required)
- Supportive and friendly work environment
- Great team environment
- Company social events and team building/bonding

Join us and be part of a locally owned, growing business in the Hunter Region.



Dump Truck Traineeship

Dump Truck Traineeship

- Entry Level Mining Position
- Complete a Nationally recognised Certificate III In Surface Extraction
- Permanent Positions

About the Role

Do you have enthusiasm, a commitment to safety and want to improve your career options?

We are seeking applicants who would like to undertake a 12-month Dump Truck Traineeship program, at Mt Owen working a 4 Panel (3/2/2/3) roster working Day and Night Shifts.

To be a member of our team, you will have a high regard for the value of teamwork, a strong work ethic to ensure all goals of the client are met, by acting with honesty and integrity. You will need to demonstrate you are the type of person who will take personal accountability and responsibility for your actions.

What you will Need

- A strong work history with contactable references
- Full C Class Drivers Licence and can confidently drive manual
- Residential address located within 1hrs drive of the mine site (Mt Owen)
- Ability to complete an Order 43 Medical and Drug and Alcohol testing

What you will be doing

- Operating Dump Trucks in a safe manner
- Working both Day & Night shifts, including Weekends
- 12.33hr shifts across a 4 Panel roster 3/2/2/3
- You will meet KPI targets within the coal production environment

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

About WorkPac

WorkPac is Australia's leading, privately owned recruitment provider to the mining, construction, engineering, light industrial and healthcare sectors. We are proud to partner with some of the country's leading companies to deliver rewarding permanent, contract, temporary and traineeship recruitment opportunities.

Apply Now

Click on the Apply button.

Job Reference: [7220J20246803](#)

Recruitment Coordinator - Jannah Gillett

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

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Traineeship



Trainee Dental Assistant

- **Paid 12 month traineeship with Australia's largest branded dental network!**
 - **Gain a fantastic skill set in a clinical setting amongst a friendly team**
 - **Grow your career with us - ongoing development, guidance and support**
- Dental Assistant Traineeship Program at Pacific Smiles Greenhills and Rutherford!**

This full time, paid twelve-month traineeship opportunity is perfect for those wanting to begin their career in the dental health services industry. You will earn an income while working towards gaining a nationally recognised Certificate III in Dental Assisting qualification and have a high potential for further employment upon completion.

The main responsibilities of this role are:

- Providing high-quality patient care - every time
- Maintaining a safe, clean and healthy clinical environment
- Assisting Dentists chair-side in a broad range of procedures
- Reception duties
- Teamwork

A typical day of a Dental Assistant

Our Dental Assistants enjoy a variety of responsibilities ensuring no two days are the same! This will include assisting dentists with a variety of dental procedures - passing instruments, operating suction apparatus etc. Preparation and clean up after procedures, including sterilisation of instruments. Acting as a first point of contact for patients at reception, taking payments, scheduling appointments and updating records.

What will you need to be successful

- Be able to commit to a full time 12 month traineeship
- Have excellent communication skills and enjoy interacting with people
- Be skilled at multi-tasking and following instructions
- Be organised, pay attention to detail and enjoy a fast paced environment
- Experience in reception work, hospitality or retail environments is highly regarded

What Pacific smiles offer in return

- A Certificate III in Dental Assisting
- Stability, above award wages and penalty rates
- Four weeks paid annual leave plus 2 additional work/life balance days
- Corporate fitness program - huge gym membership discounts
- Clinical training opportunities to expand skills/knowledge
- Supportive company culture and recognition programs
- Dental product discounts
- Fresh weekly fruit delivery to all centres

Our team at Pacific Smiles **Unify, Adapt and Play to Win**. We are waiting to welcome and support you on our journey to improve **oral health of all Australians**.

Submit your resume by: 01/03/2024

19th February 2024

LIKE us on
Traineeship



Property Management Traineeship

ABOUT US

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

ABOUT THE ROLE

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

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

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

WHAT YOU NEED TO BE SUCCESSFUL IN THIS ROLE

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

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

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Traineeship

Trainee Office Assistant

We are seeking an enthusiastic and reliable team member who wants to jump start their career with a Business Administration Traineeship. A traineeship is an exciting opportunity for people who are new to the work force or looking at a new career path and is an ideal way to gain practical experience whilst gaining a nationally recognised qualification.

About the Role

This position is an entry level role with a view for long term opportunities. The successful applicant must be willing to undertake a 'Certificate III in Business Administration'. Support will be provided through on the job training and mentoring. The trainee will be required to provide administrative support to our team as well as undertake general office administrative tasks.

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

Meeting and greeting clients

Answering and directing phone calls and assisting clients with queries

Organising and scheduling client meetings

Data entry and maintaining our client data base

Ad-hoc and general administrative tasks including scanning, printing, filing, mail, formatting both internal and external correspondence

Skills and Experience

The successful candidate is someone who:

Is friendly, professional and enthusiastic

Has a passion for providing quality customer service

Displays exceptional written and oral communication skills

Junior Administration Trainee

Hunter Pods Pty Ltd, based in Thornton, is a leader in the manufacture and supply of polystyrene pods used in the Building and Construction Industry.

An opportunity has become available to join this vibrant, professional team as a Junior Administration Traineeship. The position is offered as a 12 month Traineeship.

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

- Answering all incoming calls
- Greeting all customers.
- Mail, banking and running errands
- Filing - upkeep and maintenance of all filing systems
- General administration functions, using Microsoft Word and Excel
- Assisting the Senior Administration/Accounts Staff

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

Drivers Licence (Manual)

Willingness to learn and be flexible in a changing environment

The ability to maintain strict confidentiality and display initiative

Please send all applications through to admin@hunterpods.com.au.



Certificate III Trainee - Cardiff

Join Our Passionate Team at Tillys Play and Development Centres

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

Trainee Opportunities (Certificate III ECEC) - Cardiff Centre

We're thrilled to announce openings a passionate and eager-to-learn trainee to join our team at the Cardiff centre. As we go above and beyond regulatory requirements, you'll play a vital role in enhancing our educator-to-child ratios.

Benefits of Working with Us

Part-time - Embrace a consistent schedule of 36 hours per week.

Competitive Pay - Enjoy wages at CSE Level 1.1 (\$23.11/hour).

Learning Environment - Learn from our dedicated educators, fostering a stimulating, positive, and inclusive setting.

Personal Growth - Thrive in a nurturing workspace that encourages both personal and professional development.

Renowned Reputation - Tillys is acclaimed in the industry for exceptional childcare and staff support.

Complimentary Uniform - Sport our stylish uniform while on the job

Study Support - Receive dedicated off-floor time for study purposes.

Cutting-edge Resources - Utilize laptops, computers, and iPads in each room.

Monthly Incentives - Enjoy rewards like free movie tickets and gift vouchers.

Paid Meetings - Get compensated for attending team meetings.

Support Network - Access our Employee Assistance Program and a 20% staff discount on childcare fees.

Banking Benefits - Benefit from Westpac workplace banking perks.

Fitness Discounts - Avail discounted gym memberships

Referral Bonuses - Refer friends and enjoy our employee referral bonus program.

Essential Requirements

Flexible Availability - Adapt to various shift times and days.

Passion and Commitment - Embrace a strong commitment to quality care and education.

Youth Links



19th February 2024

LIKE us on
Traineeship



[Certificate IV Business Traineeship](#)

About these opportunities

You will complete a **Certificate IV in Business** over 24 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with your Host Employer.

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

- Provide high quality customer service to internal and external stakeholders via telephone, in person, online and in writing.
- Provide general administrative support to the team such as data entry, records management, printing, preparing correspondence and conference tasks with the opportunity to assist with system implementation.
- Use technologies such as computers, computer software, photocopiers and phones to carry out duties
- Assist in general administration duties that are within the limits of the skills, competence and ability of a trainee

The successful applicant

To be successful in this role, you will need to possess the following capabilities and knowledge:

- Commitment to both on and off the job training
- Demonstrated interest and passion for the Administration industry
- Positive attitude and willingness to learn and develop new skills and knowledge
- Strong interpersonal, verbal and written communication skills
- Strong organisational skills and the ability to multitask in a busy environment
- Ability to work in a team environment and positively contribute to team goals
- Previous experience within marketing and payroll (desirable, however not essential).

About HVTC Group

HVTC Group is an expert in the employment and training of apprentices and trainees. 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 HVTC Group and will have the opportunity to work directly 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.

What's in it for me?

Being a HVTC trainee opens the door to working for industry leaders via our key connections with major local employers. Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; become qualified without getting yourself into debt and actually earn an income!

Applications close 1st March 2024

19th February 2024

LIKE us on
Traineeship



Indigenous Business Traineeship - Mayfield

About You

Are you seeking a new opportunity? We are seeking a down to earth individual who has a demonstrated hands-on approach, be able to think on their feet and enjoy working in a fast-paced environment.

You will have strong interpersonal and relationship building skills and a strong willingness to learn.

This is an identified position and the person performing the role must be of Aboriginal and /or Torres Strait Islander descent.

Other required attributes include:

- Written and verbal communication skills
- Experience with Microsoft Office Suite
- Be reliable and have a commitment to fulfil the position
- Commitment to complete a 12-month Business Traineeship
- Highly motivated individual
- Willingness to learn

You will have (or be prepared to obtain) a NSW Working With Children Check and National Criminal History Check.

About Us

Our purpose is to believe in and provide support to all people, connecting them to the dignity and fulfillment made possible through education and meaningful work.

Joblink Plus is proud to work within the frameworks of Trauma Informed Practice, Ethical Values and has a commitment to Reconciliation.

About the Role

As a member of the Joblink Plus Team, this role will see you provide administrative support and carry out general office and reception duties. You will support the Joblink Plus team through clear communication and delivering exceptional customer service, prioritising tasks and managing workflow to meet deadlines.

As a Joblink Plus Business Trainee you will be working full time hours Monday-Friday while completing a Certificate III in Business and be given time at work to focus on your studies.

Some specific responsibilities will include:

- Assist clients and customers and respond to all enquiries in a timely manner.
- Perform administrative duties for the office and provide administrative support to staff as required.
- Answer incoming calls and direct them to the appropriate team member.
- Maintain office equipment and supplies including stationary, referring any issues to the Manager.

19th February 2024

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Traineeship



Warehouse Trainee

Valley Fasteners is a leading industrial supply and fasteners company with a combined 30 plus years experience supplying specialised products to the construction, fabrication and mining industries.

We are looking for an enthusiastic and motivated trainee to join our Rutherford team of experts in the role of warehouse and distribution.

Duties of the role will include but are not limited to:

- Receiving and processing orders.
- Following up with suppliers on outstanding orders/invoices
- Working closely with customers to track and update them on order status
- Monitoring of stock levels in warehouse.
- Presentation and housekeeping of the warehouse and hardstand.
- Loading/unloading of the delivery truck.
- Deliveries of customer orders and liaising with customers on site.
- Assisting with retail sales in the showroom

Requirements:

- Good Customer service skills.
- Good phone and communication skills.
- A positive attitude.
- A proactive approach when following up on outstanding orders.
- NSW drivers license

The Position:

Warehouse Trainee.

Selection Criteria:

The successful applicant will have the following mix of technical and personal skills:

- Good written and verbal communication skills
- Pride in your ability to build long-term customer relationships
- Competent computer skills
- Good organisation and time management skills
Able to work autonomously.

Airline Stores Officer - Trainee

We are looking for a Trainee Stores Officer to join our growing team in Newcastle NSW, based in our new base maintenance hangar at Williamtown Airport.

The successful candidate will be supported to complete a Certificate II & Certificate III in Supply Chain Operations.

Fly Pelican offers an enviable work-life balance, competitive pay, paid staff car parking and a fantastic team culture.

Duties:

- Ensuring aeronautical products & materials are sourced from approved suppliers
- Performing receipt, inspection and acceptance of aeronautical products & materials
- The correct storage, tagging and release of aeronautical products & materials
- Maintaining aviation stores databases and registers
- Sustaining relationships with customers, suppliers and subcontractors.

Desirable skills:

- Reliability and a strong work ethic
- Meticulous attention to detail
- Ability to follow written procedures and safe work practices
- Strong willingness to learn
- A passion for aviation

FlyPelican is a growing and flexible company with exciting opportunities for career development for the right candidates, so if you would like to enquire about joining the team please attach your resume and a brief cover letter to your application.

19th February 2024

LIKE us on
Traineeship



Property Management Traineeship

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

ABOUT THE ROLE

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

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

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

WHAT YOU NEED TO BE SUCCESSFUL IN THIS ROLE

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

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

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

19th February 2024

LIKE us on
Traineeship



Early Childhood Certificate III Trainees

Bright Beginnings Preschool & Early Learning Centre is actively searching for our next super stars! We are seeking passionate individuals who are wanting to get a start in the Early Years profession through hands on learning and training in the form of a Traineeship. We are searching for people who love to learn, share and teach children about the world around them.

If you have always wanted to learn what the Early Years is about, or if you've wanted to take your knowledge and skill set to the next level then the time is now and apply below!

Above Award Wages

Financial assistance to cover costs associated with studying

Experienced, supportive Management and Mentoring Team

Access to 24/7 Study Support

Paid Professional Development Opportunities

Above industry standard time off the floor for programming and study

Beautiful and Welcoming Work Environments

Flexible working hours with excellent work life balance

Clear expectations

Work uniform

What are we looking for?

Must meet all requirements to work with children within New South Wales

Confident Communicators

People who take the time to ask questions and actively engage in their learning environment

Initiative

Ability to Adapt and Learn

Love of Learning and Play!

Applicants will go through a pre-screening process and we have positions available for immediate start. So apply now to join our team and find out how a Traineeship can help you

19th February 2024

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Traineeship



Indigenous Traineeship in Mining Logistics and Warehousing

Traineeship in Mining Logistics and Warehousing - This is an Aboriginal and/or Torres Strait Islander Identified Role

This exciting traineeship opportunity in Logistics and Warehousing will allow you to learn on the job and gain a Certificate III in Supply Chain Operations. Our client is one of the largest Mining Contractors in the country and require someone to join their team in Muswellbrook. This role will keep you engaged with something different every day and the opportunity to progress within the company post the traineeship.

About the Role

- Complete a Certificate III in Supply Chain Operations (2-year traineeship).
- This is a full time, permanent role with a pay rate of \$31-35 per hour with leave entitlements and relevant loadings.
- Hours: Monday to Friday will be a minimum of 9-hour days and when on a roster, this will increase up to 12-hour shifts.

Duties will include:

- Ensure that the store is run in a professional manner that provides an efficient service to the mine.
- Support the Workshop through the accurate issuing of parts, delivery and or advice to the Supervisors of urgent parts arrivals.
- Raise requisitions to increase stock levels as identified to reduce delays in delivery times.
- Maintain accurate delivery receipting system and information storage.
- Assist procurement with the purchase of plant spare parts and materials.
- Manage Inward and Outward deliveries.
- Complete weekly stock level counts.
- Weekly generation of the refill items for the vendor managed areas.
- Gain a strong understanding of relevant costs to Stores & Inventory Management to assist in achieving optimal outcomes for the project.
- Take initiatives to look for better ways to meet and improve the Stores operations.

About You

- Live local to the Muswellbrook region or be willing to re-locate
- Identify as Aboriginal and/or Torres Strait Islander
- Females are encouraged to apply
- Have Driving Licence (mandatory)
- Hold a current or able to pass an Order 43 Pre-employment Medical and Drug & Alcohol Testing
- Safety focused at all times
- Positive can-do attitude
- Self-starter and go getter
- Be able to troubleshoot

19th February 2024

LIKE us on
Traineeship



Trainee Administration Assistant

iCoordinate Disability Services is a boutique service provider offering:-

- Support Coordination
- Specialist Support Coordination
- Psychosocial Recovery Coaching
- Child Centered Play Therapy
- Nature Based Counselling

Our close-knit team works collaboratively to provide a person-centered, holistic, coach approach for NDIS participants. Due to the high demand for our service, our team is growing, and we now have a **Full-Time Position** available for a passionate, like-minded individual to join our existing team based in Maitland. This role is to support our team and our participants in Maitland/The Hunter, Port Stephens, Newcastle, Lake Macquarie, and surrounds. Duties including but not limited to:- Front reception

- Answering incoming calls and directing accordingly/taking messages
 - Incoming and outgoing mail
 - Data Entry
 - Photocopying, emailing, binding and distributing documents as required
 - Filing and archiving
 - Provide administrative support to our team
 - Assist in the preparation of necessary documentation
 - Booking of client appointments where necessary
 - Communicating and updating of database and communication with the team
 - General workplace housekeeping
 - Relevant tertiary qualification in administration or business administration or relevant industry experience.
 - Demonstrated understanding of person centred practice.
 - Strong communication and inter-personal skills with the ability to build rapport with a range of stakeholders including families, agencies, and the general community.
 - Highly organised with good attention to detail.
 - Ability to prioritise work, manage time and meet deadlines.
 - Demonstrated ability to adopt and champion change.
 - Ability to prioritise and problem solve situations.
 - Ability to maintain a safe work environment.
 - Ability to work individually or in a team with minimal supervision.
 - Well-developed and effective communication, numerical and interpersonal skills.
 - Demonstrable IT skills in Microsoft Office (Word, Excel, Outlook).
 - Experience using Client Management Systems such as Echidna would be highly regarded.
 - Experience in establishing and maintaining effective administrative systems and processes.
 - Ability to work autonomously and as a team member and demonstrate initiative and ability to promote efficiencies and continuous improvement throughout the service.
 - Ability to design and enter information in a variety of formats such as narrative, business correspondence and statistical tables.
 - Ability to proofread and edit documents and papers.
 - Experience in working under pressure and managing own stress levels.
 - Completion of NDIS Worker Orientation Module
- Valid driver's licence and willingness to travel as required

19th February 2024

LIKE us on
Traineeship



Business Administration Traineeship

We have an excellent opportunity for an enthusiastic Business Administration Trainee to join our well-established Administration Team based in Tudor Street, Hamilton. The team actively celebrates diversity; providing a supportive work environment. We encourage fun; yet are focused on day-to-day outcomes that drive the business. We actively seek Team member input to make the working environment fun and fulfilling.

This role is a great entry role into the Automotive Industry and will require a commitment to a Cert III, 12-month traineeship.

The successful candidate will demonstrate the following key personal attributes:

- Positive 'can do' attitude
- Organised
- Excellent attention to detail
- Ability to work to deadlines
- Good communicator, both written and verbal
- Proven reliability and punctuality
- Ability to work as part of a team and follow instruction
- Good computer skills

About Us

The Tony White Group (TWG) is one of the leading automotive retail groups in Australia. Despite its humble beginnings, the family-owned business is now responsible for a diversified portfolio of automotive brands with an annual turnover of more than \$2 billion expected for this year alone. With over 60 dealerships located across Queensland, New South Wales, Victoria and Tasmania, TWG collectively employs over 2,000 people and engages more than 60,000 customers each year. While the portfolio is already extensive, TWG is set for further growth.

Led by a highly experienced senior management team, TWG delivers exceptional customer service to its people, customers and the manufacturer brands in which it partners.

To apply:

Please apply - in strict confidence - with a covering Letter and resume – **via this Seek ad.**

Sorry, only shortlisted candidates will be contacted.

Youth Links



careerlinks
young people, bright futures

19th February 2024

LIKE us on



Traineeship

Electronic Security Trainee Technician

SSM Services is a well established electronic security company operating from our base in Waratah. With our experienced team, fast response times and terrific customer service we're one of the most trusted security businesses in the Hunter Region. With vast security sector experience, we pride ourselves in providing the highest level of service across installation, administration, and technology management.

We are looking for an enthusiastic and motivated person to join our team, installing and servicing cutting edge electronics in the Newcastle region.

The role initially includes assisting our team with the installation of security equipment into our customers' sites. Ongoing training will be provided with the intention of upskilling you in the electronic security industry and achieving a full qualification. This role will lead to service and commissioning of a range of electronic security products including access control, alarms, CCTV and intercom systems.

Required Skills:

- Highly motivated and fast learner with excellent attention to detail.
- Proficient with hand tools and drills, and competence using ladders.
- Honest, reliable and keen to learn new skills.
- Capable of working independently and in a team environment.
- Well presented with good verbal and written communication skills.
- Must be a problem solver with a positive can do attitude.
- Strong computer skills.

Qualifications:

- Drivers Licence
- White Card
- Clean police record

Remuneration will be above the award rate dependent upon experience. For the right candidate, we aim to provide ongoing training and incentives in order to help you reach your future potential as a service technician while providing a supportive, positive and enjoyable working environment.



Trainee Finance Admin

One Key Resources is a specialist provider of Managed Workforce and Labour Hire solutions to the Mining, and Infrastructure Industries. An employer of choice, One Key Resources employs Open Cut and Underground Operators, Tradespeople, and Support Staff at close to 70 locations across Australia.

About the position:

One Key Resources are currently seeking a Trainee Finance Admin to work for a client in Muswellbrook, NSW. This position is ideal for candidates who are eager to start a career in Finance/Accounting.

Requirements for the role:

- Ability to multitask whilst maintaining good attention to detail
- Willingness and ability to work with people with diverse backgrounds and needs
- Capability to be organised and task-focused
- Willingness and capacity to complete traineeship requirements in the desired timeframe
- Current Drivers Licence
- Ability to pass an Order 43 Medical & D&A
- Must have bubbly and outgoing personality
- Must have good communication skills

Benefits on offer:

- Great team culture!
- Monday - Friday role
- Competitive hourly rates
- Completion of Certificate III in Business Administration
- Opportunity to start your career in the Mining industry

How to apply

Does this sound like you? Please click the "Apply" button below. Or to discuss the role further please contact Kiara on [02 6571 4177](tel:0265714177).

One Key Resources is committed to workplace diversity and strongly encourages female and indigenous candidates to apply.

19th February 2024

LIKE us on
Traineeship



Trainee Accountants

TRAINEE ACCOUNTANT @ EAST MAITLAND

The Role

Bottrell Accounting & Taxation are recruiting for a Trainee Accountant role at East Maitland

This role would suit Accounting, Commerce, Finance or Business student's looking to begin their professional accounting career. Obtain real-life experience!

Opportunity to work Part-Time or Full Time depending on your university requirements (Working between 3 to 5 days).

Our business operations are Monday to Saturday, an opportunity to work days that fit in with your University & Personal requirements.

The job will include exposure to various taxation, accounting, bookkeeping & business systems.

On the job training with current cloud-based software applications Xero, MYOB, Quickbooks etc.

Study Support will be provided for University.

Opportunity to progress to CA or CPA or Financial Planning.

Key Responsibilities

Services for clients include:

- Preparation of Individual Tax Returns
- Client Accounting
- Client Bookkeeping.
- Preparation of Activity Statements (GST/PAYGW/PAYGI).
- Assisting in relation to clients' Bookkeeping software – Xero, MYOB or Quickbooks.
- Assisting Accountants with the preparation of business financial statements and tax returns.
- Client Support including Phone Calls, Emails & Coordinate Documents.
- Correspondence with the Australian Taxation Office, ASIC & Government Agencies

Skills & Experience

- University
- Commenced University – Accounting, Commerce, Finance or Business.
- University progress – Started to 3 years completed.
-
- Soft Skills
- Team Player & Positive Attitude.
- Polite, friendly, and well presented
- A strong working ethic with a can-do attitude
- Honesty, integrity, and professionalism.
-
- Technology
- Office 365, Word, Excel & Outlook.
- Xero or MYOB Experience would be helpful (Not required)

Youth Links

19th February 2024

LIKE us on
Traineeship



Certificate III Trainee - East Maitland

Join Our Passionate Team at Tillys Play and Development Centres

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

Trainee Opportunities (Certificate III ECEC) - East Maitland Centre

We're thrilled to announce openings a passionate and eager-to-learn trainee to join our team at the East Maitland centre. As we go above and beyond regulatory requirements, you'll play a vital role in enhancing our educator-to-child ratios.

Benefits of Working with Us

5 Days a Week - Embrace a consistent schedule of 38 hours per week.

Competitive Pay - Enjoy wages at CSE Level 1.1 (\$23.11/hour).

Learning Environment - Learn from our dedicated educators, fostering a stimulating, positive, and inclusive setting.

Personal Growth - Thrive in a nurturing workspace that encourages both personal and professional development.

Renowned Reputation - Tillys is acclaimed in the industry for exceptional childcare and staff support.

Complimentary Uniform - Sport our stylish uniform while on the job

Study Support - Receive dedicated off-floor time for study purposes.

Cutting-edge Resources - Utilize laptops, computers, and iPads in each room.

Monthly Incentives - Enjoy rewards like free movie tickets and gift vouchers.

Paid Meetings - Get compensated for attending team meetings.

Support Network - Access our Employee Assistance Program and a 20% staff discount on childcare fees.

Banking Benefits - Benefit from Westpac workplace banking perks.

Fitness Discounts - Avail discounted gym memberships

Referral Bonuses - Refer friends and enjoy our employee referral bonus program.

Essential Requirements

Flexible Availability - Adapt to various shift times and days.

Passion and Commitment - Embrace a strong commitment to quality care and education.

Learning Dedication - Exhibit a drive to learn and complete your studies. **Positive Traits** - Demonstrate enthusiasm, motivation, professionalism, flexibility, and reliability.

Professional Growth - Prioritise ongoing professional development, including training programs and workshops.

19th February 2024

LIKE us on
Traineeship



Childcare Traineeship - Diploma in Children's Services

Childcare Trainee required for small, friendly and homely preschool in West Wallsend. The right candidate will have a desire to enter the early childhood profession and be motivated to undertake a Diploma in Children's Services. Must be reliable, a team player and be able to interact positively and warmly with our children and families. A creative flair would be an advantage! If you are looking to start a career in our rewarding industry we would love to hear from you. No experience necessary and full training is provided. Please email ktunny74@gmail.com. Working with children's check applies.

Trainee Finance Admin

One Key Resources is a specialist provider of Managed Workforce and Labour Hire solutions to the Mining, and Infrastructure Industries. An employer of choice, One Key Resources employs Open Cut and Underground Operators, Tradespeople, and Support Staff at close to 70 locations across Australia.

About the position:

One Key Resources are currently seeking a Trainee Finance Admin to work for a client in Muswellbrook, NSW. This position is ideal for candidates who are eager to start a career in Finance/Accounting.

Requirements for the role:

- Ability to multitask whilst maintaining good attention to detail
- Willingness and ability to work with people with diverse backgrounds and needs
- Capability to be organised and task-focused
- Willingness and capacity to complete traineeship requirements in the desired timeframe
- Current Drivers Licence
- Ability to pass an Order 43 Medical & D&A
- Must have bubbly and outgoing personality
- Must have good communication skills

Benefits on offer:

- Great team culture!
- Monday - Friday role
- Competitive hourly rates
- Completion of Certificate III in Business Administration
- Opportunity to start your career in the Mining industry

How to apply

Does this sound like you? Please click the "Apply" button below. Or to discuss the role further please contact Kiara on [02 6571 4177](tel:0265714177).

19th February 2024

LIKE us on
Traineeship



Junior Cert 3 Business Trainee

Di Prinzie Concreting is seeking a motivated and enthusiastic Junior Business Trainee to join our team. This is full-time traineeship position that offers the opportunity to gain valuable skills and experience while working towards a Certificate III in Business.

Responsibilities

- Answering phone calls and emails, directing inquires to the appropriate department or individual
- Managing and maintaining calendars, scheduling appointments and vehicle maintenance
- Organising and maintaining both electronic and paper files/ records
- Assisting with the preparation of reports and presentations
- Providing general administrative support to the team as needed
- Welcoming all customers and employees who present to reception
- Assisting our WHS Manager with daily tasks.

Requirements

- Enthusiastic and willing to learn
- Completion of year 10 or equivalent
- Strong organisational and time management skills
- Professional written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as a part of a team
- Strong attention to detail and accuracy

As a trainee, you will work alongside experienced professionals and receive on-the-job training while completing your Certificate III in Business. You will also be supported by a dedicated training provider who will assist you in achieving your qualifications.

If you are a motivated individual with the passion for business and desire to learn, please submit your resume and cover letter for consideration.

We look forward to hearing from you!



Junior Trainee Administrator

Are you fresh out of school or looking for a traineeship in administration? Look no further then here!

Perf's Fabrication and Welding is a small locally owned business based in Muswellbrook who are committed to the safety and wellbeing of all our employees. We supply labour throughout the Hunter Valley and due to our continued growth, we are seeking a junior Trainee administrator person to join our team.

ABOUT THE ROLE

- No weekend work
- Answering Phones
- Creating client files
- Booking renewals of training
- Welcoming visitors to the office
- Completing online TAFE work
- Providing support to all management
- Allocating safety talks to supervisors
- Booking Vehicle maintenance and repairs
- Scheduling meetings and managing calendars
- Drafting correspondence, emails and documents
- Assisting with on-boarding and welcoming of new employees
- A positive attitude with an energetic and hands-on approach to work

WHAT WE OFFER

- A competitive rate of pay
- Training will be provided
- Uniform and PPE will be supplied

MUST HAVE REQUIREMENTS

- Organised
- Manual Licence
- A can do attitude
- Previous experience in similar role
- Reliable, committed and hardworking
- Takes initiative and pride in their work
- Able to Independently and Unsupervised
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office and PC computers
- Be able to work Independently in a team environment
- Knowing how to handle hard to deal with customers
- A positive attitude with an energetic and hands-on approach to work

Please email through a copy of your resume and cover letter to hr-inductions@perfsfab.com.au or apply online via seek.

Youth Links



19th February 2024

LIKE us on
Traineeship



Traineeship - July 2024 Intake - Newcastle

Together, let's connect with our communities and nurture relationships.

Put your passion for administration and business to work in an organisation based on purpose, structure, and process. You know that to make a meaningful contribution to our community and economy, there needs to be diligence in our operations.

Get hands on training and experience whilst obtaining a nationally recognised qualification!

The below **Traineeship programs** will be based in **Newcastle**, commencing in July 2024, so get ready to kick start your career with NSW's leading Transport Agency, Transport for NSW!

- **Business Traineeship**

- **Project Management Traineeship**

No previous experience is required - you'll learn everything you need to know throughout the program.

Get paid to develop in-demand skills and gain valuable experience within a government agency.

For more information on this position and business unit, view the following role descriptions:

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

- You are an Australian/NZ citizen or an Australian Permanent Resident^[2]
- You have completed Year 12 or hold the Higher School Certificate or equivalent^[2]
- You are able to commence full time employment in July 2024^[2]
- You have access to reliable transport to travel to the office or depot^[2]
- You can demonstrate good verbal and written communication skills^{[2][2]}
- You are able to work collaboratively in a team environment
- are willing to learn and are able to manage your time and priorities effectively^[2]
- You have demonstrated familiarity using corporate computing systems and applications or the ability to learn new systems with ease
- 2- year, fixed term full time Traineeship
- Certificate IV in Business (Records and Information)
- Apply the knowledge gained through your studies into a variety of relevant tasks and projects^{[2][2]}
- Work with and learn from qualified professionals to gain experience through a variety of tasks and situations.^{[2][2]}
- Develop your soft skills like communication, problem solving and teamwork^[2]

Rates of pay is dependent on the year you completed year 12 (or the equivalent), please see below for details:^[2]

Year 12 school leaver (or equivalent) school Leaver - \$473.40^[2]+ super per week^[2]

+ 1 year out of school leaver (or equivalent)^[2]- \$552.10^[2] + super per week^[2]

+ 2 years school leaver (or equivalent) -^[2]\$640.50^[2] + super per week^[2]

+ 3 years or more school leaver (or equivalent) or before - \$732.70 + super

19th February 2024

LIKE us on
Traineeship



Certificate Three Traineeship

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

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

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

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

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

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

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

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

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

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

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

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

- A focus on Professional Development and Training
 - Paid First Aid & CPR Training
 - Paid Birthday Leave
 - Long Service Awards
 - Monthly Employee Appreciation Awards and Morning Teas
 - Staff Mentoring Programs
 - Employee Assistance Program, including access to Health and Wellness programs
 - Employee Referral Bonus Program
 - Fantastic Career Advancement Opportunities to grow your career with us!
 - Uniform Provided
- 30% Staff Discount



Finance Trainee

Novaskill is a Registered Training and Group Training Organisation (RTO & GTO) which means we offer a wide range of Vocational Education and Training pathways to our communities. Our footprint is established with 8 office locations from the Gold Coast all the way down to Central Coast in NSW.

What to Expect as a Finance Trainee

Our Newcastle Branch has an opening for a Finance Trainee! This role is perfect for an ambitious individual looking to kickstart their career in Finance, with a keen interest to learn and build their skillset from the ground-up.

The role exists to assist in the efficient and accurate completion of accounts processes and payroll, while keeping in line with company policies and procedures, with on-the-job training provided.

Responsibilities include, but are not limited to -

- Processing weekly GTO payroll
- Customer invoicing
- Weekly supplier payment run
- Debt collection

About You -

- To be successful in this role, you will be motivated, driven, and keen to learn new skills
- Excellent communication skills and attention to detail are also essential

Novaskill Perks:

- 9 Day Fortnight – that's an RDO every 2 weeks!
- An additional 3 paid leave days between Christmas and New Years
- Access to monthly performance bonuses
- NFP Salary packaging options
- Senior leadership mentoring
- Ongoing Professional Development and career progression opportunities
- WFH opportunities to get that work/life balance
- Corporate uniforms available - Plus Casual Fridays!

Paid volunteer leave each year (on application)

Youth Links



19th February 2024

LIKE us on
Traineeship



Trainee - Early Childhood Educators (Certificate III) - St Nicholas Chisholm

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

We have an excellent team culture with a strong focus on collaboration, both within our team but also with children, families and the broader community. We believe supporting one another is the key to success. We offer fun, dynamic and vibrant environments for children within our care with a focus on child-lead play and learning. We encourage the ongoing professional growth and development of all our Educators and have a dedicated, experienced and supportive leadership team.

BENEFITS

As an employee of St Nicholas, you will have access to a range of benefits, including:

- Access to a growing organisation with training and future job opportunities at 11 Early Education Centres
- NSW Medium Employer of the Year Finalist 2020
- Bishop's Leave, which is three days of additional leave between Christmas and New Year annually
- Paid Parental leave
- \$1,000 staff referral bonuses (\$1,500 for eligible positions)
- Ongoing training and professional development
- Corporate benefits, including EAP, Flu injections, reduced gym membership, reduced healthcare, amongst others.

POSITION DESCRIPTION

As an Early Childhood Educator, you are expected to be an active member of a team which provides high quality early childhood education and care to children. This includes:

- Developing strong relationships with children at St Nicholas
- Developing strong relationships that support and partner with families
- Implementing the policies and associated procedures of St Nicholas at all times and
- Working with other staff towards continuous improvement in all areas of St Nicholas

QUALIFICATIONS

- No prior qualifications required
- To undertake the Certificate III in Early Childhood Education and Care work based Traineeship CHC30113
- Working With Children Check verification number.

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

from people from culturally or linguistically diverse background.

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



Vehicle Sales Consultant - Trainee

Are you ready to embark on an exciting journey in the automotive industry? Look no further! At Kloster Hyundai, we're offering an incredible opportunity for a dynamic individual to join our established team. As part of the Tony White Group (TWG), one of Australia's leading automotive retail groups, we're proud to represent excellence in the industry.

About Us:

Kloster Motor Group is part of the Tony White Group (TWG), one of Australia's leading automotive groups. With 50+ locations in Queensland, New South Wales, Victoria and Tasmania, TWG collectively employs over 2,500 industry professionals. While the portfolio is already extensive, TWG is set for further growth. In Newcastle/Hunter, TWG is located in Hamilton, Cardiff, Rutherford and Raymond Terrace in 17 dealerships supported by 400+ staff.

About You:

Are you driven, enthusiastic, and eager to learn the art of new vehicle sales? If so, this role at Kloster Hyundai is tailor-made for you. We're seeking an individual with a background in retail or hospitality who is keen to dive into the exhilarating world of automotive sales. Join our experienced and supportive team as you embark on a journey to uncover your true potential.

What You'll Do:

- Engage with showroom visitors, creating meaningful interactions
- Address inquiries from customers via internet, phone and email
- Maintain a meticulous record of leads using our AutoPlay database
- Undertake diverse responsibilities, including vehicle handovers, test drives and yard changes

What You've Got:

- An outgoing and approachable personality
- A positive, can-do attitude that radiates enthusiasm
- A strong commitment to delivering exceptional customer service
- Effective communication skills that resonate with a diverse audience
- A natural aptitude for collaborative teamwork
- A valid Australian driver's licence

What You'll Get:

- Engage with a supportive, highly experienced team
- Uncapped commission structure, following a qualifying period
- Ongoing manufacturer and internal training
- Exciting next-gen model Triton to sell

Access exclusive discounts on vehicle purchases, financing, servicing, and parts

19th February 2024

LIKE us on
Traineeship



Condition Monitoring Technician Traineeship

Bureau Veritas is a global leader in Testing, Inspection and Certification services. Founded in 1828, the group has in excess of 82,000 employees in 1,400 sites located in 140 countries. In the Pacific Zone, our Asset Integrity and Reliability Services business provides these services to our clients throughout the lifecycle of their asset, whether it be for large-scale resource projects or to established industrial facilities. Joining our team means joining a company that values innovation, collaboration, and professional growth

We want motivated and enthusiastic school leavers and graduates to join our Condition Monitoring Technician Traineeship Program in 2024. You will gain practical 'in field' experience in Condition Monitoring methodologies, whilst undertaking studies in Engineering at Certificate (first 12 months) or Advanced Diploma (where required) levels.

Trainees that successfully complete the Certificate III and meet the technical and non-technical requirements have the opportunity to complete an Advanced Diploma of Engineering (Mechanical) and advanced Condition Monitoring qualifications. This will then enable you to work by yourself as a Condition Monitoring Technician within our business.

All qualifications and training expenses are fully funded by Bureau Veritas.

Ideally you will have previous experience and/or the following skillsets:

- Year 12 and pass marks in Maths, English and Science;
- Commenced a mechanical trade certification
- Mechanical aptitude or an interest in how mechanical things work
- A "can do" attitude and a willingness to travel and work flexible hours

The benefits

Our trainees have the great opportunity to earn while they learn by working with experienced technicians in the field. Trainees in Bureau Veritas earn a 1st year base salary of 43K but potential with OT to earn an average annual salary of \$70,000 incl. overtime after their first year.

In addition to working alongside our Engineering experts which allow you to gain hands on training and experience, you will have access to a variety of our employee benefits, such as:

- Fantastic Training and Development opportunities; an annual review to plan your career development.
- Free access to our Employee Assistance Program supported by Lifework's
- Discounted Health Insurance with Bupa
- Support from a progressive and experienced management team
- Exposure to a variety of interesting and challenging work environments

Bureau Veritas are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Indigenous people.

19th February 2024

LIKE us on
Traineeship



Junior Traineeship - Entry level - Customer Service Representative

We are the largest safety supply chain compliance provider globally. With our global reach, this is not your ordinary team or opportunity.

Ideal candidates are recent year 10-12 graduates. Work completed will apply towards a Cert 3 in ICT or Business. This role falls under the Miscellaneous award with wages set accordingly.

Our team is growing with our business

We know we've got the world's-best tech. Now our supplier success team are open to offering recent school leavers the opportunity to commence their careers in customer service. The purpose of this role is to ensure our clients achieve their workforce management objectives within our software.

Our teams are motivated, collaborative, and passionate about delivering high-quality service. So, we're specifically looking for those who have a "glass is half full" attitude. As a key member of our service team, we will guide you to support the company's customer success strategies, building strong relationships with customers and collaborate with cross-functional teams internally to deliver consistently excellent customer experiences.

We're looking for enthusiastic individuals that pride themselves on good quality service and are willing to go the extra mile for our clients. Very little experience is required as this opportunity is an entry level role for those that are commencing their careers.

Our Supplier Success team have clear objectives, we will teach you to:

- Take ownership of relationship with clients, which includes supporting on-boarding, implementation, training, increasing adoption, ensuring retention, and high levels of customer satisfaction
- Be a trusted advisor to support client relationships to help drive continued value of our products and services
- Communicate effectively with internal stakeholders to understand customer needs, maximise retention and growth, and communicate learnings
- Maintain existing customer success metrics and data as directed

In this role you will be working towards being responsible for the successful service support of our Workforce Management solution to our customers in Australia, and New Zealand.

Our shifts are between 7am – 7pm (Monday to Friday) with a need to be flexible across these rostered shifts. Once trained and confident, there may be options to work a hybrid model (in office and working from home) as well as shifts such as Afternoon/ Night shifts if you prefer.

Comfortable using a computer.

- A positive mindset, and an eagerness to learn!
- Good verbal and written communication.
- A problem solving mindset
- Willingness to be an active team player, self-starter, and multitasker who can quickly adjust priorities

Stage 2: Invited to complete Avetta Assessment Centre – workplace profiling (Online).

Stage 3: Shortlisted candidates digital/online interview.

Stage 4: Face to face interviews in our Newcastle office.

Stage 5: Reference checks **Stage 6:** Welcome to the team

Youth Links



19th February 2024

LIKE us on
Traineeship



Certificate III Traineeship

Merindah Children's Centre, Wallsend is a community based not for profit preschool and early learning centre. We are seeking an enthusiastic, reliable and happy Certificate III trainee who wants to learn to become a professional educator. Our centre is an Exceeding Rated service with a commitment to maintaining high quality standards across all 7 Quality Areas and upholding Child Safe Standards across our service.

Trainee position: Certificate 3 in Early Childhood Education and Care

Hours: 5 days per week (38 hours) commencing February to March 2024

Essential Criteria

- Eligible to enter into a traineeship with no other Certificate 3 or higher qualification
- Minimum 17 years old
- Is dedicated, has a 'can do' attitude with a positive disposition and oozes initiative
- Proven ability to work within a team
- Genuine Interest in a career in Early Childhood.
- Agrees to be and stay fully immunised and have evidence of immunity as recommended by NSW Health
- Above award conditions
- WWC check applies for any applicants over 18.

The traineeship will be for a term of 18 months however we will consider early release after 12 months if all course requirements are fulfilled.

Applications MUST include an application letter addressing all criteria, a resume with 2 contactable referees to resumes@merindah.org.au or on SEEK.

Closing Date: Monday 19th February 2024 at 9am or until filled

Interviews will be held progressively until filled.

Applicants from previous advertisements will be considered and may reapply.

You will be contacted if you are successful in being selected for an interview.

Visit our website for more information about us at <http://www.merindah.org.au> or Merindah Children's Centre Public Facebook page.

19th February 2024

LIKE us on
Traineeship



Warehousing Trainee

HunterNet Career Connections, in partnership with our host company are seeking a Warehousing Trainee to join the team in Thornton. This is an exciting opportunity for a school leaver or someone looking for a career change to complete the Certificate III Supply Chain Operations over 24 months whilst working full-time.

What's in it for you?

- A full-time job with paid study time
- Gain a nationally recognised qualification
- One on one mentoring and support
- Initial training contract with long term career opportunities

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

- Receiving stock and dispatching goods
- Processing sales orders
- Pick and pack orders
- Inventory control and stocktaking inventory
- Safe operation a forklift and overhead crane operation
- Update of ERP (enterprise resource planning) system
- Data entry
- Liase with couriers and on occasion perform deliveries themselves
- Always follow and apply safe working procedures and practices including the completion of safety documentation

What we're looking for:

- Must be an Australian Citizen or Permanent Resident
- Must be able to complete a pre-employment medical and drug & alcohol testing
- Must be physically fit as this role includes unloading vehicles and packing orders
- Self-motivated and reliable
- Ability to work independently
- Experience and knowledge of Microsoft Office Suite
- Commitment to the full term of the traineeship and study requirements
- Driver's licence and reliable transport

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

HunterNet Career Connections is committed to a culturally diverse workforce and all applicants will receive consideration for employment without regards to any other characteristic protected by law. Aboriginal and Torres Strait Islander peoples, and minority groups are encouraged to apply.

19th February 2024

LIKE us on
Traineeship



Certificate III Traineeship & Cert III/Diploma in Early Childhood Education

CERT III/DIPLOMA IN CHILDRENS SERVICES- START NOVEMBER/DECEMBER 2023

A fantastic opportunity exists for a experienced, proactive and enthusiastic Cert III/Diploma qualified Early Childhood Educator to join our team on a permanent full-time basis (38 HRS), over 5 days per week.

As an Early Childhood Educator, you will both design and implement appropriate developmental programs for individual children that are emergent, as well as being in line with the children's individual strengths and interests.

As an Educator you will be required to respond to children's strengths, interests and needs by assisting in implementing and providing a diverse, stimulating, and inclusive program. You will be responsible for engaging children in meaningful learning opportunities and be reliable and confident in your abilities. The role requires you to build and maintain professional and positive relationships with families of the service while developing collaborative relationships with all staff in the service based on respect, trust and honesty.

You will assess the abilities of individual children and the group dynamics to ensure daily experiences enhance the children's development.

In accordance with current industry standards and reflective of the Early Years Learning Framework and National Quality Framework, you will assess and record children's voices development, learning and thinking using a variety of documentation methods.

Appletree Early Education & Preschool are looking for a special candidate to join our wonderful team at Barnsley. Full time position , 38 hours per week.

School leavers this is the perfect opportunity to secure employment now, to start after your HSC, however mature aged are encouraged to apply.

If you are keen to pursue your career in the childhood industry and are friendly; happy; mature in your attitude; want to be part of a dynamic team; not afraid to get your hands dirty; have a neat and tidy appearance and possess an enthusiastic work ethic - then we would love to meet you!

As a trainee you will undertake the Certificate III in Early Education & Care course with TAFE over 18 months whilst working with us full time.

No prior qualifications needed to apply, although you must be at least 18 years old to apply. **New Government incentives are available to be paid during the course of this traineeship.**

If you would love to join our Appletree Family, send an email to Jacquie/Ashley at appletree@aapt.net.au.

19th February 2024

LIKE us on
Traineeship



Warehousing Trainee

Novaskill operates as a non-profit Group Training Organisation, collaborating with local businesses to provide a diverse array of Apprenticeships and Traineeships.

We welcome individuals ranging from students transitioning out of school to mature individuals seeking to enhance their skills or shift careers!

With a presence that spans 8 locations, our footprint extends from the vibrant Gold Coast in Queensland to the picturesque Central Coast in New South Wales. We're here to serve and support communities across these vast regions.

Novaskill is currently partnered a local business to offer a Warehousing Traineeship, including on-the-job training with ongoing mentoring and support to help you start building your career.

We're looking for those looking to start their career!

You'll be completing a nationally recognised Certificate III in Supply Chain Operations whilst gaining experience & developing relationships in the Warehousing Industry.

- Move and relocate materials safely
 - Assess the risks involved with relocating loads
 - Plan and relocate materials and goods without damage
 - Understand the chain of responsibility
 - Ensure transport activities are completed safely
 - Complete safety documentation
-
- A nationally recognised qualification at Certificate III level
 - The confidence to complete safety documentation
 - Techniques to safely lift and handle goods or materials
 - Experience reading and following instructions and procedures
 - Strong pathways to continue your studies and enhance your career opportunities

To succeed in this apprenticeship, we recommend you have –

- Commitment to working hard and giving it your all
- A reasonable level of physical fitness to undertake manual handling
- Ability to work well as part of a team
- Commitment to safety
-
- Act with honest and integrity
- Proactive approach
- Demonstrated commitment to completing your study whilst balancing working
- Have time management, attention to detail, and good communication
- Willing to work hard and complete the job

19th February 2024

LIKE us on
Traineeship



Trainee Early Childhood Educators - St Nicholas Newcastle West

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

We have an excellent team culture with a strong focus on collaboration, both within our team but also with children, families and the broader community. We believe supporting one another is the key to success. We offer fun, dynamic and vibrant environments for children within our care with a focus on child-lead play and learning. We encourage the ongoing professional growth and development of all our Educators and have a dedicated, experienced and supportive leadership team.

BENEFITS

As an employee of St Nicholas, you will have access to a range of benefits, including:

- Access to a growing organisation with training and future job opportunities at 11 Early Education Centres
- NSW Medium Employer of the Year Finalist 2020
- Bishop's Leave, which is three days of additional leave between Christmas and New Year annually
- Paid Parental leave
- \$1,000 staff referral bonuses (\$1,500 for eligible positions)
- Ongoing training and professional development
- Corporate benefits, including EAP, Flu injections, reduced gym membership, reduced healthcare, amongst others.

As an Early Childhood Educator, you are expected to be an active member of a team which provides high quality early childhood education and care to children. This includes:

- Developing strong relationships with children at St Nicholas
- Developing strong relationships that support and partner with families
- Implementing the policies and associated procedures of St Nicholas at all times and
- Working with other staff towards continuous improvement in all areas of St Nicholas

QUALIFICATIONS

- No prior qualifications required
- To undertake the Certificate III in Early Childhood Education and Care work based Traineeship CHC30113
- Working With Children Check verification number.

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

19th February 2024

LIKE us on
Traineeship



Trainee Civil Draftsperson

• Northrop Consulting Engineers is an employee owned, multi-discipline engineering consultancy that has been established for over 45 years. We have an open management structure that embodies a diverse, inclusive and flexible workforce for all our employees.

We currently employ over 550 people across ten offices in NSW, ACT, QLD, and VIC. We are a people business that grows by creating opportunities for our people to help build the business and their career. When you join Northrop, you join a company that will support you to excel both professionally and personally.

The Role

Our Newcastle office has an exciting opportunity for two Trainee Civil Drafters to join our team. You will be part of our Civil and Environmental Team working on flooding, stormwater, sewer and road designs on urban development projects.

Working with professional and experienced teams on local, exciting and prestigious projects, you will be provided with extensive on-the-job training and mentoring. You will develop skills in the latest discipline specific Engineering technologies and gain vast experience as part of our Trainee Draftsperson Program.

Successful applicants will complete engineering studies at TAFE, usually 1 day a week, as part of an industry recognised traineeship. The other 4 days will be based in the office. Along with an industry-competitive salary, all TAFE fees will be covered for your studies.

What is Drafting and what does a Draftsperson do?

A Draftsperson produces Engineering documents. Our drawings are used to tell a story about a building, site preparation, installation procedures, materials to use and products to install, all with the aim of allowing a builder to do his job and a client's visions to come to life.

If you have an interest in Drawing, Computers, 3D Documentation, Animation, Design, Engineering, Construction, Building, and telling a story through drawings then this type of work might be for you!

The Candidate

If you have recently completed your School Certificate or HSC, or you have started your Drafting course at TAFE and have an interest in pursuing a career in drafting, your future could be at Northrop! You will have access to many opportunities within Northrop and with our support, we will help you to develop your career.

As the successful candidate you will possess:

A passion for STEM subjects, particularly Technology and Engineering.

- Computer literacy with a keen interest in technical drawing. Exposure to packages such as AutoCAD while not required, is highly desirable.
- The ability to work independently or collaboratively as part of a team.
- Enthusiasm along with a passion for the construction and engineering industry.

Strong written and verbal communication skills



Trainee Mobile Hydraulic Hose Technician

This role is about giving you the skills to provide a high-quality hydraulic hose repair service to our clients. You will get to work in a role that offers loads of variety as well as opportunity to work on all sorts of mechanical gear, for all sorts of clients in all sorts of places. What's not to love!

Why join Hydraulink? Check out what our team have to say about us!

- Hydraulink values employees, we are not just a number
- Great culture (family) - supportive colleagues, team spirit, and working environment
- National brand - better than single independents
- Good career progression, work with and develop your strengths, and we promote from within

As a Trainee HSST in our Hydraulink Traineeship programme you will receive:

- A Nationally recognised certificate (Cert 2 in Engineering)
- An array of training and development opportunities via our Academy
- Coaches who set you up for success and help you every step of the way with any questions you have
- Opportunity to progress your career – whether that is moving into a more senior role or owning your own Hydraulink franchise

For more information on our Hydraulink Traineeship please check out our [Hydraulink Trainee Brochure](#).

Once you have completed our traineeship and are out on the road you will receive:

- A competitive hourly rate
- A great commission scheme to reward your extra effort
- Company provided service working vehicle to take home
- Regular performance and remuneration reviews
- A great social environment including employee conferences

About the person

We are looking for someone with:

- Ideally a qualification in an appropriate and relevant discipline such as automotive mechanics **OR** someone who is mechanically minded with a desire to learn about trouble shooting hydraulic and related mechanical engineering problems
- The ability to also provide a professional rapid response breakdown service
- A fantastic attitude – you will be self-motivated with a desire to succeed
- The ability and willingness to undertake on call work
- A willingness to build and maintain customer relationships
- Intermediate level fluency in English (read/write/speak)

Must be able to undertake manual handling duties, including physical lifting

Youth Links

19th February 2024

LIKE us on
Traineeship



Condition Monitoring Technician Traineeship

Bureau Veritas is a global leader in Testing, Inspection and Certification services. Founded in 1828, the group has in excess of 82,000 employees in 1,400 sites located in 140 countries. In the Pacific Zone, our Asset Integrity and Reliability Services business provides these services to our clients throughout the lifecycle of their asset, whether it be for large-scale resource projects or to established industrial facilities. Joining our team means joining a company that values innovation, collaboration, and professional growth

The role

We want motivated and enthusiastic school leavers and graduates to join our Condition Monitoring Technician Traineeship Program in 2024. You will gain practical 'in field' experience in Condition Monitoring methodologies, whilst undertaking studies in Engineering at Certificate (first 12 months) or Advanced Diploma (where required) levels.

Trainees that successfully complete the Certificate III and meet the technical and non-technical requirements have the opportunity to complete an Advanced Diploma of Engineering (Mechanical) and advanced Condition Monitoring qualifications. This will then enable you to work by yourself as a Condition Monitoring Technician within our business.

All qualifications and training expenses are fully funded by Bureau Veritas.

What's needed?

Ideally you will have previous experience and/or the following skillsets:

- Year 12 and pass marks in Maths, English and Science;
- Commenced a mechanical trade certification
- Mechanical aptitude or an interest in how mechanical things work
- A "can do" attitude and a willingness to travel and work flexible hours

The benefits

Our trainees have the great opportunity to earn while they learn by working with experienced technicians in the field. Trainees in Bureau Veritas earn a 1st year base salary of 43K but potential with OT to earn an average annual salary of \$70,000 incl. overtime after their first year. In addition to working alongside our Engineering experts which allow you to gain hands on training and experience, you will have access to a variety of our employee benefits, such as:

- Fantastic Training and Development opportunities; an annual review to plan your career development.
- Free access to our Employee Assistance Program supported by Lifework's
- Discounted Health Insurance with Bupa
- Support from a progressive and experienced management team
- Exposure to a variety of interesting and challenging work environments

Youth Links



careerlinks
young people, bright futures

19th February 2024

LIKE us on



Full Time

Junior Detailer

Newcastle Toyota are looking for a junior detailer to join our team. You will be working with our 2 experienced senior detailers to learn the art of detailing vehicles.

We are a family owned and operated business with a goal of having the best dealership in NSW.

Our staff and customers are our main focus.

This position is Full time Monday to Friday 8am to 4.06pm

In this full time position you have every weekend and public holiday day off, plus 4 weeks annual leave a year along with all your entitlements.

If you are wanting to join our Award Winning team you will need to have the following :

- Positive can-do attitude
- Willingness to listen and learn
- Eye for detail
- Fit and healthy
- Work well as a team or individually
- Reliable and wanting to work full time
- Reliable transport
- NSW drivers licence and able to drive both Manual and Automatic.
- Passion for cars

If this sounds like you and your wanting a career in the automotive industry please email your resume to rl0z@nctoyota.com.au or drop into the dealership and ask for Richard.

Labourer

KCIM Concreting are seeking a junior labourer to join our growing team.

after a trial, If you're the right fit for this job a full time position will be offered.

Must have. Drivers licence - Own transport - White Card. Previous experience in concreting or any trade isn't required but An eager to learn attitude and work ethic is.

Youth Links

19th February 2024

LIKE us on
Full Time



Junior Property Manager

Junior Property Manager - Thompson & Clarke Real Estate

With a focus on world-class service, we are seeking an additional team member to work alongside our Senior Property Manager.

This opportunity is ideal for someone looking to start a career in Property Management and is a hungry and ambitious enthusiast who is wanting to immerse themselves in the field to learn from the best in the industry. Offering the successful candidate, a dedicated and supportive team environment, and an abundance of opportunities to grow with the business.

KEY RESPONSIBILITIES, but not limited to;

- Provide exceptional customer service to all clients (tenants and owners)
- Manage the portfolio alongside the senior PM, efficiently and professionally
- Maintain regular and effective communication with lessors and tenants
- Adhere to all Property Management legal obligations
- Organise and perform regular inspections in line with due dates
- Follow up and action rental arrears daily
- Maintenance/Job requests are actioned, followed up and completed within a timely manner
- Handle and effectively manage tenancy disputes
- Minimise vacancies within the portfolio, market and open vacant properties, process & screen tenancy applications ensuring the tenants are of quality.

THE PERSON IDEAL FOR THIS POSITION;

- Experience not necessary but bonus if you do
- Have a current Real Estate Certificate, although not a requirement.
- Hold a current driver's license and reliable car.
- Is a great communicator, friendly and possesses exceptional people skills.
- Self-motivated with a positive can-do attitude.
- Well-developed computer skills.
- Possess a high level of organisation and time management skills.
- Willing to work hard and have a team first attitude.

THE BENEFITS;

- Supported team environment
- Working alongside our experienced Senior Property Manager
- Leading contact management & data base systems

Amazing opportunity to work alongside a top 10 NSW team

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Full Time

Apprentice Plasterer

Pro Set Interiors is looking for a 1st, 2nd or 3rd year Apprentice to join our team. The position available is full time with the opportunity to work overtime on weekends.

We do all aspects of Plastering from start to finish including new builds, renovations and office fitouts. Our small team works together to support one another and provide high detailed work for our clients.

We service Newcastle, Lake Macquarie and the Greater Hunter Region, the job location does change as we start new projects.

About you

You must have your drivers license and your own vehicle to commute to jobs and picking up material when required. You have high work ethic, take pride in yourself and your work, and have a desire to continue to grow and learn.

For more information on the role and opportunity available, contact Sam on [0403 309 977](tel:0403309977).

If you are interested and have the above requirements, please submit your resume and should your application meet the criteria, we will be in touch to discuss further.

Apprentice Baker

At Bakers Delight, our vision is to be the most loved bakery in every community. We've built our business through commitment to the quality of our product, the development of our people and by providing a delightful experience to all of our customers.

Bakers Delight Waratah is currently seeking an Apprentice Baker to join our team.

At Bakers Delight our Apprentice Baking staff are responsible for:

- Completion of Certificate III in Baking at TAFE
- Baking and presenting quality product
- Assisting the Production Manager with stock control.
- Providing delightful customer service.
- Dough making.
- Oven work.
- Maintaining Bakery cleanliness to WHS Standards.

The ideal candidate will possess the following:

- Passion for baking.
- Ability to work a rotating roster.
- Excellent communication and time management skills.
- Ability to work in a fast paced environment.

Your customer service focus and ability to consistently show initiative in an efficient manner will help you succeed in this role. Excellent organisational and communication skills are a must!

You will be a reliable and self-motivated team player with a 'can do' attitude and hold excellent

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Part Time



Cafe Team Members

- Experienced or not, we welcome people with a desire to learn and build new skills. We have positions for Cafe floor supervisors, Barista, Catering/Sandwich Bar and Customer service rolls. Both Junior and Mature people are most welcome to apply.

Tasks & responsibilities

- As a Valuable Member of our Customer service team, you will be performing Cafe duties that help to enhance the Euro experience for our much loved customers. We value cross training in all aspects of our front of house operation to ensure variety and fulfilment in your work day.

Benefits

Flexible working options are on offer, casual, part time or full time available. We are a day time operation and trading 7 days. Visit us at www.europatisserie.com.au or our instagram [eu-ro_patisserie](https://www.instagram.com/euro_patisserie) for more information on our business.