



YOUTH JOBS & TRAINING



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

A FUTURE MADE IN AUSTRALIA

BUILDING WOMEN'S CAREERS PROGRAM: DRIVING CHANGE IN MALE-DOMINANT INDUSTRIES

The Building Women's Careers (BWC) Program is a key initiative under the Australian Government's Future Made in Australia plan. The \$60.6 million program aims to drive significant cultural and structural change in specific male-dominated industries.

The BWC Program includes grant funding for partnership projects, and stakeholders from industry, community, unions and training sectors are encouraged to participate. The goal of these partnership projects is to establish an evidence base for practical changes that reduce gender segregation and increase women's participation in VET and industries such as construction, clean energy, advanced manufacturing, and digital and technology.

HOW DO THE BWC PROGRAM GRANTS WORK?

The BWC Program grants support large-scale partnership projects and smaller, locally focused partnerships promoting positive change within workplaces and training environments. The projects will be implemented through a collaborative approach.

These projects involve collaborations with industry, employers, registered unions, training organisations and community organisations.

The BWC Program grants have been funded through two streams: an industry/sector-led stream and a community-led stream. Collaborations focus on creating high-quality, scalable and inclusive opportunities for women in critical industries. Recipients of the grant will start to implement their projects from early 2025 to March 2028.

WHAT CHANGES WOMEN WILL SEE IN THESE INDUSTRIES:

The partnership projects that run as part of the BWC Program will foster the following changes:



Improve women's access to flexible, safe and inclusive training and employment opportunities



Enhance job security



Ensure access to career development



Promote respectful and inclusive workplaces.

WANT TO KNOW MORE?

A Future Made in Australia is the Australian Government's new plan to drive economic growth, create jobs and support building competitive industries in the global shift to a net-zero economy.

It will make Australia a renewable energy superpower, focusing on clean energy technologies and manufacturing to help businesses and communities grow, thrive and lead in a net-zero economy.

To learn more about how you or your business can benefit from a Future Made in Australia and explore other initiatives, eligibility and funding opportunities, visit: futuremadeinaustralia.gov.au.



Australian Government



**Youth Job & Training Opportunities
Week: 24 February 2025**



May 15, 2025
Newcastle Race Course

Apprenticeship

Apprentice Carpenter Patio Installer

We are a long established builder & home improvements company in the Newcastle & Hunter Valley region. We have a number of staff and trades people that have worked with us for well over 20 years.

The Apprentice Carpenter we are seeking is required for our growing customer base, they must have a commitment to providing a high quality work and great customer service. Treating others how you want to be treated is a key attitude to have to work with us.

As well as learning carpentry skills you will also learn how to build patio covers, opening roof's, glass enclosures, screened enclosures and carports.

A license and own vehicle is an advantage as you will be on different work sites almost every day and a training company (eg Tafe) most weeks. A white card will be required, but this can be obtained as part of the commencement process.

This apprenticeship is open to untrained people as well as those partially through their carpentry apprenticeship, looking for a change of building work. You could be a school leaver or someone with experience.

If you want to work for a company with years of experience and a strong reputation, to give you great experience in a range of work, with potential for continuation after the apprenticeship is over, contact us now to find out more or for a confidential interview.

Note - You will not require your own tools to start, as you will be able to acquire tools throughout the apprenticeship.

Apprentice Automotive Mechanic

Wideland Group is one of the largest and most diverse privately-owned dealership groups in regional Australia with branches throughout New South Wales and Queensland.

We have a great opportunity for an **Apprentice Automotive Mechanic** to join the team at our dealership in **Muswellbrook**. We are committed to developing and delivering excellent customer service through our people. Maintaining iconic brands such as **Toyota, Isuzu Ute and Hino**.

Our ideal candidate will be enthusiastic and have a passion for all things automotive. As our apprentice you will have the best in quality training to become a fully qualified Automotive Mechanic within the industry as well as offering exceptional benefits and opportunities nationally to enable a lifelong automotive career. We are looking for a driven individual that wants to grow with the business.

Other essential skills and attributes include:

- Passion for the industry
- Current Drivers Licence
- Strong work ethic and ability to work as a team player
- Strong communication skills – written and verbal
- Willingness to learn
- Ability to follow instructions

The successful applicant will be part of a great team environment with long-term employment opportunity and ongoing factory training. If you believe you are the one we need, please forward your application by using the "**apply**" button.

Apprenticeship

Plastering Apprenticeship

About the role

We are seeking a talented individual to join our team as a Plastering Apprentice. As a Plastering Apprentice, you will have the opportunity to learn from experienced professionals and develop the skills needed to become a qualified plasterer. This is a full-time role based in Newcastle, NSW 2300.

What you'll be doing

- Assisting with all aspects of plastering work, including mixing and applying plaster, installing plasterboard, and finishing surfaces
- Completing on-the-job training and attending off-site training sessions to gain the necessary qualifications
- Working closely with experienced plasterers to learn the trade and develop your skills
- Maintaining a safe and clean work environment
- Adhering to all company policies and procedures

What we're looking for

- A willingness to learn and a passion for the building trades industry
- Good physical fitness and the ability to work on your feet for extended periods
- Strong attention to detail and the ability to follow instructions carefully
- A commitment to workplace safety and a proactive approach to identifying and mitigating risks
- Excellent communication and teamwork skills

What we offer

- Competitive pay and benefits, including on-the-job training and the opportunity to earn nationally recognised qualifications
- A supportive and collaborative work environment where your contributions are valued
- Opportunities for career advancement and personal growth within the company
- A focus on work-life balance and employee wellbeing

About us

Mark Doyle Plastering is a leading provider of plastering services in the Newcastle region. With over 20 years of experience in the industry, we are committed to delivering high-quality work and exceptional customer service. Our team of skilled professionals take pride in their workmanship and are dedicated to helping our clients achieve their construction goals.

If you're an aspiring plasterer looking to kickstart your career, we'd love to hear from you. **Apply now** to join our team and take the first step towards a rewarding and fulfilling future in the building trades.

Apprenticeship

CERTIFICATE III ROOFING APPRENTICESHIP

About Newcastle Master Builders Apprentices:

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

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

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

About the Host Employer/Role:

Our Host Employer is a local Roofing company servicing Newcastle, Lake Macquarie, Hunter Valley and Central Coast. They specialise in small to medium sized construction projects such as alterations and additions, commercial roof replacements and installations. They're looking for hardworking Apprentices with a strong work ethic to join their team!

You will gain an understanding and develop a large range of skills such as, installing fascia, gutter, leaf guard, down pipes, metal roofing and scaffold systems, measurements, problem solving and communication. You will also learn to work collaboratively with the team to ensure efficient project completion.

Desired Qualities:

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

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

Please submit your application with a Resume to be considered.

To discover more about Newcastle MBA Group Training please head over to our website for more information www.mbagtp.com.au and be sure to keep up to date with our social medias

@mbaapprenticeshipschemes

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

Apprenticeship

Apprentice Horticulture

Embark on a rewarding learning journey as an Apprentice Horticulture at prestigious locations such as Private Schools, Universities, Parks and gardens etc. Alongside your practical duties in maintaining green spaces, you'll also attend weekly classroom learning sessions.

This four-year apprenticeship offers hands-on training under expert mentors, equipping you with valuable skills and a **nationally recognised trade qualification**. You will progress to take on roles as a Team Leader or Site Manager, ready to lead with confidence.

Why Choose Us

- Gain practical experience working alongside seasoned professionals in maintaining and beautifying parks, gardens, and public spaces.
- Learn from experienced mentors who are dedicated to helping you succeed in the industry.
- From vibrant Private School & University gardens to sprawling urban parks, experience the beauty and diversity of outdoor spaces firsthand.
- Kick start your career in landscaping, horticulture, or park management with valuable on-the-job training and opportunities for advancement.
- Receive a \$150 safety boot voucher after 3 months.
- Benefit from annual pay reviews to ensure your compensation reflects your growing skills and contributions.
- Ongoing safety training programs and resources available.

What You'll Learn

- Plant care and maintenance
- Plant nutrition programs
- Pest and disease management
- Irrigation systems installation and maintenance
- Specialist transplanting, pruning and mowing operations
- Safety protocols and equipment operation

About You

- No prior experience required
- Valid Drivers' licence
- Valid Working With Vulnerable People Check (or be willing to obtain one)
- Valid White Card (or be willing to obtain one)

Our Team & Culture

Discover Green by Nature, our purpose is to enhance lives by constructing, nurturing, and maintaining exceptional green spaces. We are committed to maintaining a safe and healthy work environment for all employees. Safety is a critical part of our culture.

We embrace and celebrate diversity, equity, and inclusion. We welcome and encourage applicants from all backgrounds. Accountability, Bravery and Care are our core values

How to Apply

Grow with us at Green by Nature! Submit your resume today.

Apprenticeship

Cabinetmaking Apprentice

Here's your rewritten job ad tailored for a **Cabinetmaking Apprentice** role, designed to appeal to candidates on **Seek.com**:

Cabinetmaking Apprenticeship – Start Your Career with Marquis!

Are you looking to kickstart a hands-on career in **cabinetmaking**? Do you want to **learn a trade** while working with an experienced and supportive team? **Marquis Bathroom Products** is offering **apprenticeships** at our **Taylors Beach, NSW** facility.

About the Role

This is an exciting **entry-level opportunity** for someone eager to learn the craft of cabinetmaking. As an **apprentice**, you'll be trained in **cutting, assembling, and finishing high-quality bathroom vanities and cabinets**, while working with modern tools and machinery. You'll gain valuable **on-the-job experience** and be supported through your **formal training** to earn a nationally recognised qualification.

What You'll Be Doing

- Learning to **cut, shape, and assemble** cabinetry and bathroom furniture
- Using woodworking machinery like **CNC routers, saws, and sanders**
- Following detailed plans to ensure precision and quality
- Working alongside experienced tradespeople who will mentor you
- Developing hands-on skills in a real manufacturing environment
- Maintaining a clean, safe, and organised workspace

What We're Looking For

A **keen interest** in woodworking, cabinetmaking, or hands-on trades

A **positive attitude** and willingness to learn

Strong attention to detail and a focus on **quality work**

Ability to work well in a **team environment**

A commitment to completing your **apprenticeship training**

No experience? No problem! If you're motivated, reliable, and ready to learn, we want to hear from you!

What We Offer

- ☑ **Paid full-time apprenticeship** with on-the-job training
- ☑ Support to complete your **trade qualification**
- ☑☑ Work in a **modern, well-equipped facility**
- ☑ Long-term **career opportunities** after your apprenticeship
- ☑☑ Be part of a **friendly and supportive team**

About Us

Marquis Bathroom Products is a leading Australian manufacturer of **premium bathroom vanities, cabinets, and accessories**. We've been in the industry for over **40 years**, building a strong reputation for quality and innovation. At our **Taylors Beach, NSW** facility, we combine modern technology with skilled craftsmanship to create products that customers love.

Ready to Start Your Career?

If you're excited about **learning a trade** and becoming a **qualified cabinetmaker**, apply now! We'd love to hear from you.

Apprenticeship

Apprentice Panel Beater

Soper Smash Repairs is looking for an apprentice to join or team, must be hardworking, enthusiastic and willing to put the effort into your work.

We are looking for someone who pays attention to detail, asks questions but also shows initiative and really wants to work hard to learn the trade.

We are moving into our new modern location in the coming months, it is a great time to join the team.

We work a four day week, 6.30am to 4.30pm Monday to Thursday.

Great team environment. Learn a trade in a rapidly growing company. Ongoing training and development

Hairdressing - 1st & 2nd Year Apprentice

We are seeking an energetic and motivated 1st & 2nd year apprentices to join our friendly team at our busy salon.

You need to have a genuine passion for hairdressing Fun and be friendly, hardworking, honest and enjoy interacting with clients.

You should have a positive, mature mind set with the goal of a long term career in the hairdressing industry.

Professional presentation is expected and you will need to be able to follow instruction, work under pressure and enjoy working as part of a team.

In addition to TAFE you will receive in-salon and on the job training as well as additional training courses.

APPRENTICE METAL ROOFER - ROOF PLUMBER

We are a locally owned Roofing Company that operates in the Newcastle, Hunter and Central Coast areas.

We specialise in all aspects of metal roofing, for both commercial and residential properties. Due to our workload, we are currently looking to expand our team and have an opening for an Apprentice Metal Roofer.

You will be rewarded with the following:

- Immediate start
- Full time hours
- Over time available
- Certificate III in Roof Plumbing
- Further trade certificates

If you have below, then we would love to hear from you:

- White Card (Essential)
- Working at Heights Certificate, or a willingness to obtain
- The ability to follow instructions, and work as part of a team
- The desire to work towards being trade qualified

Apprentice Plumber

About us

Rae.co plumbing prides itself on company culture and providing our clients with the best possible service available. if you think that this role may suit you please apply within

Qualifications & experience

- Must be a 1st, 2nd, 3rd or 4th year plumbing apprentice
- must have a drivers license
- basic hand tools

Tasks & responsibilities

learn the ins and outs of maintenance plumbing with Raeco! - blocked drains - hot water heaters - taps and toilets - pipe relining

Apprenticeship

APPRENTICE CARPENTER

Council are currently looking for a motivated Apprentice Carpenter to learn everything about building construction and maintenance tasks around the Shire.

This is an outstanding opportunity for candidates to develop a dynamic and fulfilling career with a well-established organisation which supports our local community. Joining the Council Parks & Facilities team, based out of the Scone Depot, you will work under the guidance and mentorship of our experienced and passionate Building Maintenance Supervisor and receive formal training through a Registered Training Organisation (RTO).

Upon completion of your four-year apprenticeship, you will have earned a trade qualification that is recognised nationally.

What's on Offer:

- \$584.20 - \$920.10 commencement salary + 11.5% super and the opportunity for salary progression
- Christmas break shut down
- Financial support available for out of pocket training expenses
- 9 day fortnight (that means every second weekend is a long weekend!)
- 20 days paid annual leave every year and generous sick leave entitlements
- Access to additional training and development opportunities
- Salary sacrifice options

About You:

Our successful applicant will have a NSW Record of School Achievement (RoSA) or equivalent and will have sound literacy, numeracy, oral and written communication skills. The willingness and capability to learn and complete required training is essential, as is the ability to work cooperatively as part of a team.

About us:

Council is a progressive and caring organisation where all our employees work together to deliver quality services to support our community. We strive to make a difference and add value to the lives of our community. Everything we do is underpinned by the values of the organisation and staff, which are being honest, open and accountable, having mutual respect for all people and cultures, ensuring we deliver on our commitments, providing efficient, effective and reliable services to ensure staff and community safety and to provide improved environmental responsibility.

Located in the picturesque Upper Hunter, our shire encompasses the townships of Merriwa, Murrurundi, Aberdeen and Scone. All great places to live and work, come and see for yourself!

Closing Date:

Wednesday 26th February, 2025

Job Description:

To view the job description for this role, please click [here](#).

Enquiries, Further Information and Applying:

Give Roda Newbery, Parks & Facilities Coordinator, a call on [02 6540 1165](tel:0265401165) or e-mail hr@upperhunter.nsw.gov.au to discuss this exciting opportunity. Or you can just submit an application online by the closing date by clicking the "Apply" button below.

Apprenticeship

APPRENTICE GROUNDSKEEPER

About the Role

Council are currently looking for a motivated Apprentice Groundskeeper to learn everything in the Horticulture turf maintenance field. The role will assist in undertaking works on Council's sporting facilities, parks and reserves and learn to operate various items of plant and equipment associated with Park Operations. This is an outstanding opportunity for candidates to develop a dynamic and fulfilling career with a well-established organisation which supports our local community. Joining the Council Parks & Facilities team, based out of the Scone Depot, you will work under the guidance and mentorship of our experienced and passionate Parks & Facilities Team Leader and Coordinator and receive formal training through a Registered Training Organisation (RTO).

Upon completion of your four-year apprenticeship, you will have earned a trade qualification that is recognised nationally.

What's on Offer:

- \$584.20 - \$920.10 commencement salary + 11.5% super and the opportunity for salary progression
- Christmas break shut down
- Financial support available for out of pocket training expenses
- 9 day fortnight (that means every second weekend is a long weekend!)
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Apprenticeship

Air Conditioning and Refrigeration - Apprentice (1st Year)

About us

Climate Co Air and Refrigeration is a small business which started in 2020 and offers its clients a wide variety of services in the refrigeration and air conditioning industry. This business offers a unique lifestyle and the opportunity for professional growth for the right candidate. Variety of work in both refrigeration and air conditioning will ensure you will not be bored in this role! We are looking for a 1st year apprentice to join the team.

Qualifications & experience

- White Card
- Valid Drivers license
- Strong verbal and written communication skills

Tasks & responsibilities

- On the job training
- Residential and commercial air conditioning installation, maintenance and fault diagnosis.
- Commercial refrigeration maintenance and fault diagnosis.
- Cool/ Freezer room installations.

Benefits

- Certificate 3 at Tafe NSW course - paid to complete.
 - Variety of work - Embrace the benefits of a dynamic role. You'll work on large commercial sites to small cafes and everything in between.
 - Small business benefits. Be an integral part of the team with an emphasis on independence and self motivation.
 - Award Wages
 - Uniform provided
- Immediate start available

Apprentice Automotive Technician

The Burton Automotive Group was founded in 1963, we are still a proud family operation who strive to do our best by our customers and employees. This is reflected in the many awards we have won, including 4 times "Australian Dealer of the Year", 11 times "Nationally Number 1 for Customer Satisfaction" and 11 times "President's Award for Excellence".

We are currently looking for a motivated and enthusiastic Apprentice Motor Mechanic to join our Port Stephens Toyota Service team in Taylors Beach.

This is a fantastic opportunity for someone who is passionate about the industry to kick start their career with a market leading brand.

Our ideal candidate will demonstrate:

- Mechanical aptitude
- A current NSW Drivers Licence
- Professional and clear communication and customer service skills
- Willingness to learn and follow instructions
- A commitment to building a long term career in the industry
- High standards of professionalism and personal presentation

You'll join a family owned business that is big enough to offer you career progression and promotion, but small enough to not treat you as just another number.

You will also enjoy:

- Pathways for upskilling and training for us to grow together
- Being part of a close-knit team where success is celebrated

If you're ready to kick start your mechanical career with a top performing business, **APPLY NOW** through our online application form.

Apprenticeship

1st Year Apprentice Formwork Carpenter

Based in Gateshead 2290 | Work across Lake Macquarie, Central Coast, Newcastle & Hunter Valley

About Us:

Grey Area Concrete is a small but skilled residential **Concrete & Formwork** company that focuses on **quality over quantity**. We take pride in hands-on training and mentorship, ensuring our apprentices are active team members from day one-no endless sweeping or coffee runs here!

About the Role:

We're looking for a **1st Year Apprentice Formwork Carpenter** to join our team. You'll gain hands-on experience in:

- Formwork construction
- Concrete pouring & finishing
- General site preparation and safety practices

What We're Looking For:

- Passion for working with your hands
- Strong willingness to learn and develop trade skills
- Enthusiasm & a can-do attitude
- Driver's licence and reliable transport
- Must be **RELIABLE** and ready to work
- Comfortable getting dirty & staying off social media during work
- Previous construction experience (preferred but not essential)

What We Offer:

- Real hands-on training, not just cleaning up job sites
- Mentorship from skilled tradesmen
- Exposure to a variety of projects across different locations
- A supportive, small team environment
- Paid wage + Schooling fees

How to Apply:

If you're keen to start a career in formwork carpentry and think you'd be a great fit, we'd love to hear from you!

Apprenticeship

1st, 2nd, 3rd, 4th Year Apprentice Mechanic - North West

What you'll be doing

You will participate in structured training programs to develop your technical skills and knowledge and combined that with working with our experienced technicians to learn all things automotive.

Your day to day will see you performing a range of duties including minor servicing of light vehicles, performing tasks such as oil changes, tyre rotations and brake inspections, using and maintain tools and equipment all while keeping the workshop cleaning and tidy.

You will have the perfect mix of both learning in the workshop and learning at trade school guided by fully qualified trainers.

Our four-year Apprenticeship Program will allow you to develop you skills, experience and knowledge to fulfil your dream of becoming a fully qualified Light Vehicle Mechanic.

What we're looking for

Must be an Australian citizen/and or Permanent Resident

Mechanically minded with a genuine interest in the trade

Commit to a Full time 4 year apprenticeship, including practical studies

Strong sense of self-motivation with a 'can do' attitude

Ability to follow safe work practices

Current driver's License or close to obtaining one is preferred

Certificate II in Automotive or demonstrated experience is ideal

What's in it for you

A range of competitive benefits to enhance your lifestyle. Take advantage of not only a great culture, but revel in our professional development programs designed to help continue to build and grow your career, wellness programs, and a huge range of discounts on the services we provide.

We value the diverse backgrounds, experiences and contributions that each person brings; what makes you unique, makes us better! No two days are the same; we're dynamic and full of passionate teams challenging new ideas through collaboration.

If you require support with your application/reasonable adjustments for the interview process, we want to hear from you.

Apprenticeship

Apprentice Wall and Floor Tilers

Company Overview: JMB Tiling Pty Ltd is a reputable tiling company dedicated to delivering high-quality services in wall and floor tiling. We pride ourselves on our commitment to excellence, professionalism, and customer satisfaction.

Position Available: Apprentice Wall and Floor Tilers

Job Description: We are currently seeking enthusiastic individuals to join our team as Apprentice Wall and Floor Tilers. This is an excellent opportunity for those looking to start a career in the tiling industry.

Key Responsibilities:

- Assist experienced tilers in preparing surfaces for tiling.
- Help with the installation of tiles on walls and floors.
- Learn various techniques related to cutting, fitting, and grouting tiles.
- Maintain tools and equipment in good working condition.
- Follow safety protocols at all times.

Qualifications:

- No prior experience required; however, any relevant experience will be considered an advantage.
- A willingness to learn and develop skills in wall and floor tiling.
- Strong attention to detail and ability to follow instructions.

What We Offer:

- Comprehensive training provided by skilled professionals.
- Opportunity for career advancement within the company.
- A supportive work environment that values teamwork.

How to Apply: If you are interested in starting your career with JMB Tiling Pty Ltd, please send your resume to jmbtiling93@gmail.com or phone Jay on [0499823790](tel:0499823790) We look forward to hearing from you!

Apprenticeship

Cabinet Maker + Apprentice

About the role

Designed and Made Australia is seeking an experienced Cabinet Maker and an Apprentice Cabinet Maker to join our team in Gateshead, NSW. As a full-time role, you will be responsible for producing high-quality custom cabinets and furniture for our valued clients.

What you'll be doing

- Interpreting design plans and specifications to create custom cabinetry and furniture
- Operating a range of woodworking machinery and tools to fabricate cabinet components
- Assembling and finishing cabinet and furniture pieces to a high standard
- Collaborating with the design team to ensure projects are completed on time and to customer satisfaction
- Mentoring and training an apprentice in all aspects of cabinet making
- Maintaining a clean and organised workshop environment

What we're looking for

- Formal qualification in cabinet making or carpentry, or equivalent industry experience
- Demonstrated proficiency in operating woodworking machinery and hand tools
- Strong attention to detail and commitment to producing high-quality work
- Excellent time management and problem-solving skills
- Ability to read and interpret design plans and technical specifications
- Experience in mentoring and training junior staff (for the Cabinet Maker role)

What we offer

- Competitive salary and benefits package
- Ongoing professional development and training opportunities
- Supportive and collaborative team environment
- Modern, well-equipped workshop facilities
- Flexible work arrangements and work-life balance initiatives

About us

Designed and Made Australia is a leading provider of custom-built cabinetry and furniture solutions. For over 20 years, we have been delivering exceptional craftsmanship and design excellence to our residential and commercial clients across New South Wales. Our team of skilled artisans is passionate about creating beautiful, functional pieces that enhance the spaces of our customers.

If you are an experienced Cabinet Maker or aspiring Apprentice looking to join a dynamic and rewarding team, we encourage you to apply now.

Apprenticeship

Apprentice Panel Beater

- Work for an automotive icon
- Join the growing team at MAG Body Corp
- Join an industry leading organisation that continues to grow and expand

Here's an exciting opportunity to join our outstanding team as an Apprentice Panel Beater for Gerrard's Paint and Panel. We are happy to take on 1st, 2nd and 3rd Year Apprentice Panel Beaters.

It is essential that you have:

- Great ability to work within a team environment
- Attention to detail and pride in your work
- A valid NSW drivers licence
- The ability to work well under pressure
- Strong communication skills
- Reliability and an honest work ethic

McCarroll's Automotive Group is a family owned and operated business with a great reputation as an industry leader and is one of Australia's fastest growing automotive groups which has eleven brands including Lexus, Ferrari, Maserati, Porsche, Volkswagen, Alfa Romeo, Fiat, Volvo, Ram, Jeep and Mazda.

We offer excellent benefits and rewards

- A supportive and friendly work environment
- Ongoing training and support
- Career advancement opportunities

If this sounds like you or the role you have been waiting for, **APPLY NOW**, and fill in the online application form today including your resume and a cover letter highlighting why you feel you are suitable for this position.

Applicants must be physically located in Australia and must be Australian or New Zealand citizens or hold a permanent residency visa.

Only successful applicants will be contacted.

No agencies please.

Employment is conditional upon background checks.

Apprenticeship

Apprentice Baker

About the role

Bakers Delight Kotara' is seeking an enthusiastic Apprentice Baker to join our team. As an Apprentice Baker, you will be responsible for learning the art of baking and contributing to the production of our high-quality breads and pastries. This is a full-time role based in our Kotara, NSW bakery.

What you'll be doing

- Assisting experienced bakers with the preparation and mixing of dough and other baking ingredients
- Learning techniques for shaping, proofing, and baking various bread and pastry products
- Ensuring all work areas are kept clean, organised, and sanitised to maintain high standards of food safety and hygiene
- Developing an understanding of baking equipment operation and maintenance
- Following recipes and production schedules accurately to deliver consistent, high-quality baked goods
- Providing excellent customer service and assisting with counter sales when required

What we're looking for

- A passion for baking and a keen interest in the art of bread and pastry making
- Strong attention to detail and a commitment to maintaining high standards of quality and food safety
- Good communication and teamwork skills to collaborate effectively with experienced bakers
- The ability to follow instructions and work in a fast-paced, deadline-driven environment
- A commitment to completing a formal baking apprenticeship and obtaining a relevant qualification

What we offer

At Bakers Delight, we are committed to the development and growth of our employees. As an Apprentice Baker, you will receive comprehensive training and mentorship from our experienced team, giving you the opportunity to learn and advance your skills in a supportive and collaborative environment. We offer competitive wages, opportunities for career progression, and a range of employee benefits to support your overall wellbeing.

About us

Bakers Delight is a family-owned bakery business with over 40 years of experience in providing fresh, high-quality baked goods to our local communities. Our commitment to using the finest ingredients and traditional baking methods has made us a trusted name in the industry. We pride ourselves on our friendly, inclusive workplace culture and our dedication to delivering exceptional customer service. If you're excited about the prospect of launching your baking career with Bakers Delight Kotara', we encourage you to apply now!

Call Craig on [0412 687 084](tel:0412687084) or email resume to bdkotara@gmail.com. Only these applicants will be contacted.

Apprenticeship

Apprentice Chef Opportunities - Valentine

HTN (Hospitality Training Network) is currently seeking enthusiastic and dedicated Apprentice Chef's to join our team.

If you are a 1st year Apprentice looking to kick-start your culinary career or a 2nd - 3rd Year eager to gain further industry exposure, we want to hear from you!

What you'll get is a nationally recognised certification that can take you around the world.

It all starts here, so read on... here's some of the benefits:

- Earn a full-time wage as you learn and gain your recognised Qualification: Certificate III in Commercial Cookery
- Full uniform and tool kit provided to set you up from the start.
- Tailored and flexible training from skilled professionals
- Specialist mentoring and support with check-ins every 6 weeks and always available contacts
- Opportunity to build your experience at more than one employer!

Location:

Valentine, NSW

What's involved:

As an Apprentice Chef, you will learn alongside qualified Chefs in all aspects of food preparation and presentation. Working with us allows you to learn and build experiences from skilled professionals within a commercial kitchen environment. You will be working at one of our great host venues, working with large quantities of food and a variety of seasonal ingredients. Key activities you can expect will be:

- Assist in the preparation, cooking and serving of dishes.
- Operate kitchen equipment such as mixers, choppers, fryers, steamers under supervision.
- Learn different knife and cooking techniques.
- Clean, maintain and store kitchen equipment appropriately.

To suit this role, you will be an eager and motivated individual with a passion for food looking to excel in your culinary career! You will have good communication skills, seek out opportunities to learn and show initiative in your everyday duties.

Wage:

Apprenticeship Award Wages Apply

In order to be eligible for an apprenticeship in NSW you must be either an:

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

What's Next?

- Click *I'm Interested* to create your profile, please ensure all your contact details are correct.
- Upload your current Resume.

HTN is an equal opportunity employer

Apprenticeship

Apprentice Chef Opportunities - Pokolbin

HTN (Hospitality Training Network) is currently seeking enthusiastic and dedicated Apprentice Chef's to join our team.

If you are a 1st year Apprentice looking to kick-start your culinary career or a 2nd - 3rd Year eager to gain further industry exposure, we want to hear from you!

What you'll get is a nationally recognised certification that can take you around the world.

It all starts here, so read on... here's some of the benefits:

- Earn a full-time wage as you learn and gain your recognised Qualification: Certificate III in Commercial Cookery
- Full uniform and tool kit provided to set you up from the start.
- Tailored and flexible training from skilled professionals
- Specialist mentoring and support with check-ins every 6 weeks and always available contacts
- Opportunity to build your experience at more than one employer!

Location:

Pokolbin, NSW

What's involved:

As an Apprentice Chef, you will learn alongside qualified Chefs in all aspects of food preparation and presentation. Working with us allows you to learn and build experiences from skilled professionals within a commercial kitchen environment. You will be working at one of our great host venues, working with large quantities of food and a variety of seasonal ingredients. Key activities you can expect will be:

- Assist in the preparation, cooking and serving of dishes.
- Operate kitchen equipment such as mixers, choppers, fryers, steamers under supervision.
- Learn different knife and cooking techniques.
- Clean, maintain and store kitchen equipment appropriately.

To suit this role, you will be an eager and motivated individual with a passion for food looking to excel in your culinary career! You will have good communication skills, seek out opportunities to learn and show initiative in your everyday duties.

Wage:

Apprenticeship Award Wages Apply

In order to be eligible for an apprenticeship in NSW you must be either an:

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

What's Next?

- Click *I'm Interested* to create your profile, please ensure all your contact details are correct.
- Upload your current Resume.

HTN is an equal opportunity employer.

Apprenticeship

Carpet & Flooring Installer | Apprenticeships Available

Nelson Bay Carpet Court are a Locally Owned & Operated Business looking for Full Time Apprentice's to join our team

If you're looking to Gain Qualifications to set you up in a Career with a rewarding trade we have opportunities available. Once qualified, you have the opportunity to earn big dollars while working as a self-employed flooring installer aswell as opening up many more career prospects for you including manufacturer sales or technical representative or Business/Store ownership.

You will learn on the job skills in Carpet/ Vinyl/ Timber/ Hybrid & Vinyl Plank Installation including Floor Preparation whilst completing an Apprenticeship in Flooring Technology

Experience not necessary / Hard work and determination will be highly valued

Looking for Hard Working people with a Can-Do Attitude, Pride in their work is a Must.

Get in touch today to find out more about the Opportunities we have available,

More information can be found at,
<https://www.fcia.org.au/apprenticeships/become-an-apprentice>

Alternatively Drop Into Store:
11 Shearwater Drive, Taylor's Beach NSW
2316

1st Year Apprentice Plumber.

Are you ready to kickstart your plumbing career? Join Ocean Lake or Trade Services, a trusted leader in plumbing solutions, and begin an exciting journey as a 1st Year Apprentice Plumber!

Why Choose Us?

- **Expert Training:** Learn hands-on from experienced professionals in a supportive and dynamic environment.
- **Variety of Work:** Gain skills across all aspects of plumbing, from residential repairs to commercial projects.
- **Career Development:** Start as an apprentice and grow with us—your future in plumbing begins here!
- **Team Atmosphere:** Work alongside a passionate and friendly team.

What We're Looking For:

- Motivated and eager to learn.
- Reliable with a strong work ethic.
- Good communication skills.
- Ability to work in a team environment.
- A valid driver's license (preferred but not essential).

What You'll Do:

- Assist with installing and repairing plumbing systems.
- Work with cutting-edge tools and techniques.
- Provide excellent service to our valued clients.
- Commit to your training and development.

What's in it for You?

- Competitive apprentice wages.
- Tools and equipment provided.
- On-the-job training and support.
- Opportunity to build a solid career in plumbing.

Apprenticeship

1st Year Electroplating Apprenticeship

Join MEGT as a 1st Year Electroplating Apprentice!

Are you a motivated, reliable individual eager to start a career in the **manufacturing industry**? MEGT has an exciting opportunity for you to complete your **Certificate III in Engineering - as a Electroplating Apprentice** with one of our clients!

About the Company:

Our client is a leading provider of electroplating services, specialising in the coating of metals for a variety of industries including manufacturing, mining, construction, oil and gas, and many more. **Located in Lambton, NSW, they are known for their expertise in enhancing the durability and performance of metal parts through electroplating.** This company offers excellent support and mentorship throughout your apprenticeship to ensure your success. **APPLY NOW!**

About the Role:

As a 1st Year Electroplater Apprentice, you'll develop practical skills and gain hands-on experience in:

- Prepare and clean metal parts for plating, ensuring surfaces are free of contaminants
- Operate electroplating equipment, applying coatings and testing thickness and quality
- Monitor the plating process for consistency and inspect completed items for defects
- Maintain safety standards and keep work areas, equipment, and tools in good condition
- Complete documentation including production logs and quality control reports

What We're Looking For:

- Strong work ethic with a desire to complete high-quality work
- Good numeracy and tech skills and an interest in building a career as an Electroplater
- Excellent communication skills and the ability to work well in a team
- A proactive approach to safety and maintaining a safe work environment is a must
- Pre apprenticeship course in **Certificate II in Engineering** is highly desirable
- Female Candidates are strongly encouraged to apply

What Can You Expect From Us?

- Personalised, one-on-one mentoring throughout your apprenticeship to ensure your success
- A nationally recognised qualification **Certificate III in Engineering**
- Weekly pay

Comprehensive TAFE training to support your development

Apprenticeship

Apprentice Boilermaker

Boilermaker Apprentice CPR Fabrication & Engineering - Rutherford NSW

Looking to kick-start your career in a dynamic and growing company? CPR Group is seeking a motivated individual to join our team as a Boilermaker Apprentice at our Rutherford facility.

About Us: We're a leading maintenance solutions provider specialising in fabrication, engineering, and repairs across mining, rail, transport, and construction industries. Our ISO-certified facility offers the perfect environment to learn and grow your trade skills.

The Opportunity:

- 4-year apprenticeship program
- Hands-on training with experienced tradespeople
- Exposure to diverse projects including custom fabrication, structural work, and repairs
- Work with modern equipment in our fully-equipped workshop

What You'll Learn:

- Welding techniques including aluminium, mild steel and stainless steel
- CAD drawing reading and interpretation
- Custom fabrication skills
- Safe work practices and procedures
- Quality control and testing methods

What We're Looking For:

- Genuine interest in metalwork and fabrication
- Strong work ethic and willingness to learn
- Ability to follow instructions and safety procedures
- Reliable and punctual with good attendance
- Demonstrated work history (part-time, casual, or work experience)
- Minimum of two contactable references from previous employers or supervisors
- Year 10 completion (minimum)
- NSW drivers license

What We Offer:

- Structured training program
- Supportive team environment
- Tools of trade
- Career progression opportunities
- Work alongside industry experts

To Apply: Send your resume including:

- Detailed work history
- Names and contact details of two professional references
- Cover letter explaining why you'd like to pursue a boilermaker apprenticeship with CPR

CPR Group values excellence, unity, passion, and respect. We're committed to providing high-quality training and development opportunities for our apprentices.

Apprenticeship

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

Requirements:

- Must be an Australian citizen/resident
- Genuine interest in this career pathway
- A positive quick learning attitude
- Reliable and punctual
- Effective communication skills

Benefits of an Apprenticeship:

- On the job training
- Full-time employment
- Skill development
- Nationally recognised qualification: Certificate III in Glass and Glazing MSF30418

Apprenticeship

Apprentice Carpenter

Position: Apprentice Carpenter

Location: [Insert Location]

Employment Type: Full-Time

Reports To: Lead Carpenter/Site Supervisor

Job Summary

We are seeking a motivated and dedicated Apprentice Carpenter to join our team. In this role, you will work closely with experienced carpenters to learn the trade, develop your skills, and assist in various carpentry projects. This is an excellent opportunity to gain hands-on experience in construction while building a rewarding career in carpentry.

Key Responsibilities

- Assist in the construction of new homes and renovations
- Operate and maintain tools, equipment, and machinery safely and effectively.
- Help prepare job sites by cleaning, organizing materials, and setting up equipment.
- Follow drawings and specifications to ensure accurate work.
- Collaborate with team members to complete projects on time and within budget.
- Learn and adhere to workplace safety protocols and procedures.
- Perform additional tasks as directed by supervisors and carpenters

Qualifications

Education & Experience:

- Year 12 or equivalent (preferred).
- Prior experience in construction or woodworking (preferred but not required).

Skills:

- Strong willingness to learn and improve skills.
- Basic math and measurement skills.
- Genuine interest in being a carpenter
- Ability to work in a team and follow instructions.

Other Requirements:

- Valid drivers license and reliable transportation (preferred).

What We Offer

- Hands-on training and mentorship from experienced carpenters.
- Opportunities for career growth and development.

A supportive and collaborative work environment.

Apprenticeship

Apprentice Service Technician

About Us

With over 60 years of innovative motoring heritage, **Hunter Valley SsangYong** have the largest range of new vehicles and quality pre-owned vehicles in Rutherford.

Join our close-knit team and become a valued part of one of the fastest growing automotive brands. We provide quality servicing across an outstanding Range of New SsangYong and quality used cars specialising in 4x4 and performance vehicles.

About the Role

We are seeking an Apprentice to join our team in Rutherford. The role will be responsible for servicing and repair work on a daily basis to new and used vehicles.

About You

- 2nd or 3rd Year Apprentice (preferred)
- Great ability to work within a team environment
- Attention to detail and a strong work ethic
- Strong communication skills
- A valid driver's licence – including manual transmissions

Benefits

- Employee Discounts
- Ongoing training and professional development opportunities
- A dynamic and supportive work environment that values innovation
- Opportunity for career growth within a rapidly expanding company
- Free, voluntary and confidential counselling service, available to you and your immediate family members

To Apply

If you're ready to take the wheel and drive your success in the automotive industry, we want to hear from you! **Click Apply** and join us in shaping the future at **Hunter Valley Hilton Motor**

Group: huntermvalleymotorgroup.com.au

Hunter Valley Motor Group is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve.

Apprenticeship

Apprentice Joiner/Furniture Maker

Are you passionate about crafting high-quality, handcrafted timber furniture? Do you love working with your hands and take pride in creating detailed, beautiful pieces that will last a lifetime? If you're eager to learn, thrive in a workshop environment, and are ready to start your journey in the furniture-making trade, we want to hear from you!

About Us:

At **Duramen Designs**, we specialize in creating custom, solid timber furniture with a timeless, minimalistic design that celebrates the natural beauty of wood. Based in Newcastle, we are known for our craftsmanship, dedication to detail, and the passion we bring to every piece we create.

What We're Looking For:

We're seeking an enthusiastic **Apprentice Furniture Maker** who:

- Is keen to learn the art of handcrafted timber furniture making.
- Loves working with natural materials and is passionate about quality craftsmanship.
- Has an eye for detail and enjoys producing precise, beautiful work.
- Takes pride in showing up on time, working hard, and learning from experienced craftsmen.
- Is proactive and enjoys being part of a creative, hands-on environment.

What You'll Do:

- Assist in the production of custom solid timber furniture.
- Gain hands-on experience with traditional and modern woodworking techniques.
- Learn to read plans, handle materials, and use woodworking tools safely.
- Participate in creating detailed and intricate furniture pieces.
- Be mentored by a skilled team that values quality and craftsmanship.

Why Join Us?

- Work in a supportive and creative workshop environment.
- Develop skills in a niche craft that focuses on timeless, handcrafted furniture.
- Be part of a company that values passion, creativity, and attention to detail.
- Opportunity to grow and build a rewarding career in furniture making.

Requirements:

- No prior experience is necessary—just a great attitude and willingness to learn!
- A love for working with your hands and natural timber materials.
- A strong work ethic, reliability, and attention to detail.

If this sounds like the opportunity for you, we'd love to hear from you!

How to Apply:

Send your resume and a brief cover letter to caleb@duramendesigns.com.au explaining why you're excited to join Duramen Designs and why you're the right fit for this apprenticeship.

Let's create timeless, beautiful furniture together!

Apprenticeship

Bakers Delight Green Hills & Rutherford - 1st Year Apprentice Bakers

Bakers Delight is Australia's leading bakery franchise, with a vast network of bakeries in many communities across the country. We value our staff and customers and work hard to provide a delightful experience to everyone we meet.

We have a delightful opportunity available for a hardworking and enthusiastic Apprentice Baker to join our team at **Bakers Delight Green Hills & Rutherford**.

If you are someone who loves to get up early to make the most of the day, to earn a crust, to do a job you love, then you are exactly the type of person we want at Bakers Delight!

To be successful in this 'roll', you will:

- Have a passion for baking
- Be willing to enter into an apprenticeship, or demonstrate successful completion of prior learning modules, if already undertaking an apprenticeship
- Be a morning person! Some shifts commence from 2am
- Have a positive attitude, love working in a team environment and learning new skills
- Be prepared to work hard and love getting your hands dirty
- Be available to work a 7 day rotating roster.
- Have basic literacy and numeracy skills

*To be eligible for an Australian Apprenticeship you must be an Australian Citizen or a Permanent Resident. Apprentices will receive formal training and support from day one.

At Bakers Delight, our Apprentice Bakers are responsible for:

- Baking and presenting quality product to meet changing customer needs
- Maintaining the cleanliness and safety of the bakery
- Providing delightful customer service when required
- Assisting with stock control and production expenses

Want to join our nationally recognised brand and achieve this important trade qualification with long term employment opportunities? We'd love to hear from you - apply now!

Apprenticeship

TRADIES! We are seeking dedicated electrical apprentices to join our team!

Solahart Newcastle is a dynamic Newcastle based solar business with massive growth and expansion plans and are seeking first, second, third and fourth year apprentices to join our team.

Our brand is synonymous with nothing short of great service to our clients and we need team members that demonstrate this throughout.

What we will provide you:

- Extensive training on all our products and equipment.
- Proven systems and processes to perform your work to a high standard.
- Dedicated work hours between 6.30am – 3.00pm + Overtime Monday to Friday.
- Competitive hourly rate.

Our expectations of you:

- Hardworking and able to work in a team.
 - Able to work at heights on roofs and ladders.
 - Able to work with battery power tools and hand tools.
 - Desire to learn trade specific skills to both solar power and solar hot water installs.
- Solar Power experience preferable but not necessary.

Apprentice Air Conditioning Technician

Air Conditioning Industries are a mechanical services contractor who specialize in the service maintenance and installation of HVAC Systems and we currently have an immediate requirement for an Air Conditioning 1st year, 2nd year or 3rd year Apprentice to join our team.

In this role you will learn fault finding, repairs and maintenance on a range of air conditioning systems which will include Central plant, Packaged Units, Splits and Ventilation Systems.

This role is available for immediate start and offers an excellent working environment, overtime available, incentives, mobile phone allowance and uniform for the successful candidate.

For more information on this role you can contact Troy Baylis via email at troyb@acind.com.au or phone [0417692566](tel:0417692566).

Apprenticeship

Mechanical Engineering Apprentice - Fitter & Machinist

Who are we?

L.E.S is an Australian owned Company that has been servicing the industry in mechanical breakdown repairs and engineering for over 26 years, L.E.S Performs Repairs and Overhauls of Gearboxes, Fluid Drive Couplings and a large variety of mechanical apparatus plus a wide range of machining. Our clients are from a diverse range of industries such as mining, steel, timber, power, construction, food, lift & transportation.

About the role

We are now seeking applications from enthusiastic and proactive people wishing to commence a career in modern engineering as a Fitter/Machinist Apprentice at our Newcastle site service and repair facility.

This role will be full time. You will gain on-the-job experience working in factory and onsite and will be fully supported by L.E.S in studying towards a Certificate III in Engineering - Mechanical Trade at TAFE.

Requirements of the role and personal attributes

- Completed a minimum of Year 10 School Certificate
- Awareness and commitment to health and safety requirements
- Self-motivated with a desire and willingness to learn
- Be comfortable working independently or as part of a team
- Have a positive "can do" attitude and sound communication skills
- Ability to think through a problem and come up with solutions
- Be a generator of ideas and ability to think outside the square
- Have a good attitude, sense of humour and the ability to get along with people at all levels
- Reasons for choosing this trade
-

Interested? Click 'Apply for this job' and include a resume and cover letter outlining:

- Work experience and references
- Any relevant pre-trade course and/or industry work experience

NOTE = Please do not apply unless you have a genuine Mechanical interest.

You do not need to be an Einstein; Grades are not important to me.

If you have a passion to want to know how Mechanical things work

If you like to dismantle things to see what is inside

If you can show evidence of Mechanical projects you have taken an interest in with photos

Example

**Working on Motorbike, Go-kart, pushbike, Aeromodelling. etc
or any mechanical project you have taken an interest in.**

You may be the person I am looking for

Casual work may be offered

A permanent Apprenticeship will commence 1-2-25

DO NOT APPLY UNLESS YOU HAVE ACTUAL PHOTO EVIDENCE OF MECHANICAL PROJECTS YOU HAVE DONE

DO NOT APPLY IF YOUR ONLY INTEREST IS TO USE THIS JOB AS A STEPPING STONE INTO THE MINES

Please note that only shortlisted applicants will be contacted

Apprenticeship

ROOF PLUMBER APPRENTICE

About the role

Join the team at Litchfield Roofing Pty Ltd as a Roof Plumber Apprentice. This full-time, site-based role will provide you with the opportunity to learn the skills and gain the experience to become a qualified Roof Plumber.

What you'll be doing

- Work in a team environment to install metal roofing, wall cladding, guttering/downpipes and height safety systems.
- Learn how to read and interpret building plans and specifications
- Develop skills in the safe use of roofing tools and equipment
- Participate in on-the-job training and attend TAFE to complete Certificate III in Roof Plumbing trade course and be enrolled in various other training throughout your apprenticeship such as Mobile Elevated Work Platform (MEWP) ticket, scaffolding ticket and Working at Heights training.

What we're looking for

- Enthusiasm and willingness to learn the Roof Plumbing trade
- Good problem-solving and practical skills
- Ability to work at heights and in a physically demanding environment
- A positive attitude and strong team player
- **Minimum P1 drivers' licence and daily access to a vehicle.**

What we offer

As an apprentice at Litchfield Roofing, you will receive:

- Structured on-the-job training and support to complete your apprenticeship
- Opportunities for career progression upon completing your apprenticeship
- A safe and supportive work environment
- Above Award rates of pay.
- Overtime rates (when applicable)
- Workwear clothing, all necessary PPE and power tools provided.
- Enrolled in various safety courses and operator tickets such as MEWP, Yellow Card or Tele-handler.
- Annual leave and RDO entitlement.
- Interesting and rewarding work at a wide variety of sites and types of projects.

Work on construction sites, managed and supervised to a high safety standard in accordance with Safe-Work NSW and regulations.

Apprenticeship

Apprentice Chef

Why do your apprenticeship with us?

The Club has undergone some exciting changes! We have recently completed a 23 Million Dollar renovation we now have even **more food service outlets to choose from!** So that means more opportunities to learn!

Work with many highly experienced chefs across 5 food outlets offering lunch, dinner, – a la carte, production, fast-paced, high volume, refine dining – you name it, we can teach you!

Just bring your **positive, enthusiastic and dedicated** self, and your **passion for food and producing a quality and consistent product.**

You must have full availability, a passion for cooking and willing to learn!

Excellent working conditions including above award wages and a fantastic recognition and reward program.

(All of the Clubs Crew Members must have a valid RSA/RCG. This can be obtained once you have decided this is the right place for you!)

Check out our TIKTOK page to see the fun the crew get up to! <https://www.seek.com.au/job/79070433?ref=cm-ui>

Air Conditioning & Refrigeration Mechanic/ Apprentice/Trade Assistant/Labourer

Newage Air Conditioning & Refrigeration has been trading in Newcastle since 1998, We are looking for a full time qualified Air Conditioning & Refrigeration Mechanic/Apprentice/Trade Assistant/Labourer to join our team in Warners Bay.

The successful applicant will be required to have the following:

Current Drivers Licence

Excellent customer service

Enjoys working in a team environment

We will supply a modern work van, uniforms and a competitive remuneration package for the right person.

Please send a copy of your resume with cover letter to admin@newageair.com.au or call Jason [0408 474 610](tel:0408474610) for further information.

Apprentice or Experienced Mechanic

Newcastle Toyota are currently seeking an experienced technician or apprentice to be a pivotal part of a large service team. You will have an opportunity to work with the world's leading automotive brand.

Newcastle Toyota has just be announced The Australian Metro Dealer of the Year.

This is a great opportunity for someone wishing to start an exciting and rewarding career in the Automotive industry or for someone who is already an apprentice or fully qualified technician looking to further their career.

Only apply if you are a qualified technician.

We are looking for candidates who possess the following;

- Great work ethic and attitude
- Mechanical aptitude and a willingness to learn
- Be able to follow instructions
- Be reliable and well presented
- Hold a Current NSW Drivers License
- Must be able to work in Australia with no restrictions

We offer excellent working conditions in a clean and well-presented modern facility.

Monday to Friday with over time.

To apply please apply via seek.

Traineeship

Casual Chef/ Apprentice

About us

Scottie's is a family owned seafood institution operating from Newcastle East for the past 20 years. We pride ourselves on our commitment to top quality produce, exceptional service in an informal way and fostering excellent chefs and industry professionals.

Our company values revolve around a modern approach to hospitality, emphasizing respect and clear, friendly communication. Our success stems from fostering a family-style culture within our team, which enables us to consistently deliver relaxed, professional service in a fast-paced setting. We prioritize supporting each other, collaboration, and having fun along the way.

The Role

We are looking for a casual chef or apprentice for app. 30 hours per week, to join our high performing team. In this position

Our Ideal Candidate:

- Demonstrates a deep passion for cooking, a keen interest in quality ingredients.
- Possesses substantial experience in large, high-volume Restaurants with a proven track record of success
- An opportunity for an apprentice to work alongside a skilled team.
- Is highly organised, responsible, and hands-on in the kitchen, with the ability to multitask and manage time effectively.

What We Offer:

- Opportunities for development and advancement within an expanding company committed to developing our team
- A flexible roster that prioritises work-life balance, allowing you to thrive both professionally and personally.
- A view of the ocean from the pass...
- Join an energetic and collaborative team that values teamwork, creativity, and a positive work environment .

Traineeship

Business Administration Traineeship

Novaskill is currently partnered with a range of local businesses to offer multiple Business Administration Traineeships, including on-the-job training with ongoing mentoring and support to help you start building your career.

Novaskill currently has Business Traineeship opportunities in the following industries –

- Law
- Medical
- Construction
- Finance

You'll be completing a nationally recognised Certificate III in Business whilst gaining experience & developing relationships in the local business sector.

Learnings -

- Use popular business software including Microsoft Office suite and Microsoft Teams
- Organise your time and work priorities
- Make suggestions regarding sustainable work practices
- Think critically, problem solve and communicate in the workplace
- Data collection & entry
- Meeting Support (preparing agendas & minute taking)

Outcomes –

- A nationally accredited qualification at Certificate III level
- Exposure to realistic workplace documents, policies, and procedures
- Confidence using commonplace workplace software and technology like Microsoft Teams and Microsoft Office suite
- Workplace communication techniques like active listening and questioning
- Strong pathways to continue your studies and enhance your career opportunities

Traineeship Suitability Recommendations –

To succeed in this Traineeship, we recommend you have –

- Commitment to working hard and giving it your all
- Ability to work well as part of a team
- Commitment to safety

About You -

- 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

Requirements –

- National Police Check, *or willingness to obtain*
- Drivers Licence & Reliable Transport is desirable

Novaskill is about enriching people's lives and cultivating futures. As a dynamic not-for-profit Registered Training Organisation and Group Training Organisation (RTO & GTO), we offer a range of Vocational Education and Training pathways to our communities. Our still growing presence spans seven locations from Northern NSW to the Central Coast. For over four decades, Novaskill has been a beacon of opportunity, fostering exceptional career pathways for thousands of apprentices and trainees. Our legacy speaks volumes, making us one of Australia's most enduring Registered and Group Training companies.

At Novaskill, our core mission is to support communities by enriching lives and driving positive change. We focus on building sustainable economic growth in key growth industries and creating pathways for long-term success among our target demographics.

If you're interested in the role, reach out to our GTO Recruitment Team to request more information -

recruitment@novaskill.edu.au

Traineeship

Traineeship: Roster Administrator

Seeking a logistics-minded individual with strong communication skills and initiative!

This newly created role will be pivotal in ensuring our customers receive regular rostered supports in a timely manner. Core duties include:

- Schedule client services based on preferences and needs.
- Serve as the main contact for clients and workers to resolve scheduling issues or service inquiries.
- Manage last-minute changes, staff availability, and unexpected events affecting the schedule.

Role Criteria

- Experience delivering customer service using professional verbal/written communication skills.
- Experience in creating and maintaining rosters.
- Strong empathy and compassion for others.
- Competent computer skills and proficiency in using various online platforms.
- Self-motivated with a drive to learn and grow within the community services industry.
- Ability to prioritise tasks effectively in a fast-paced environment while maintaining strong attention to detail.
- Committed to complete a 12-month traineeship.

Benefits To You

- A stable full-time role with the opportunity to earn while you learn
- Above trainee award wages - \$26 per hour plus super
- Mobile phone and laptop provided
- Team building activities and access to free EAP services.

About Sublime Care

Established in 2019, we began with a small but dedicated team, united by a shared vision: to be a guiding light for people with disabilities, helping them navigate the complexities of the NDIS with ease. Today, we employ 120+ employees across the Hunter and Western Sydney regions, who provide person-centred support services to over 150 participants in Aged Care (CHSP), Community Care and Accommodation (NDIS), Support Coordination (NDIS), and Allied Health (CHSP and NDIS).

Our Key Values

Inclusivity: everyone is welcome and can feel safe here

Improving: we ask why and find opportunities in hurdles

Efficiency: we optimise our resources to achieve maximum productivity

Passion: our team are here for the right reason and are proud of our work

Apply

Submit an updated resume and cover letter telling us why you are the best candidate for the role.

We encourage all eligible candidates to apply. Sublime Care is an equal opportunity employer, and we celebrate diversity. We are committed to creating an inclusive and supportive workplace for all employees. Phone 49112380 option 4 to discuss this opportunity further.

Traineeship

Business Traineeship

Are you looking to kick-start your career in business administration? HunterNet Careers Connections, in partnership with our host company in Cardiff, are looking for an enthusiastic individual to join the team while completing a Certificate III in Business. This is a fantastic opportunity to gain hands-on experience while working towards a nationally recognised qualification in a supportive and professional environment.

Key Responsibilities:

- Provide excellent customer service in person, over the phone, and via email.
- Perform data entry and maintain accurate records.
- Assist with general administrative tasks to support business operations.
- Collaborate with different teams to ensure smooth workflow.
- Follow Workplace Health & Safety (WH&S) policies and procedures.

What We're Looking For:

- Motivated individuals with a strong work ethic.
- Attention to detail and accuracy.
- Ability to work effectively in a team environment.
- Willingness to complete both practical and theory-based traineeship requirements.

Requirements:

- Valid driver's licence and reliable transport.
- Basic computer skills and familiarity with Microsoft Office.
- Reliability and availability for full-time work (Monday to Friday).

Why Join Us?

- Gain valuable experience in a dynamic work environment.
- Work towards a recognised qualification while earning.
- Supportive team with mentorship and growth opportunities.

If you're ready to take the next step in your career, apply today!

To make application for the position please send through a resume and cover letter highlighting your suitability. As part of the recruitment process, suitable applicants will be required to complete and pass a pre-employment medical, including drug and alcohol screening.

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.

Traineeship

Traineeship: Intake Officer (Aged Care Services)

Looking for a customer service superstar to join our dynamic and fast-paced team!

The Intake Officer role is crucial in delivering high-quality customer service while successfully onboarding new clients and ensuring smooth operational processes. Your core duties include managing the intake of aged care clients, including handling high-volume phone calls, and creating client files and collating compliance documentation.

Role Criteria

- Experience providing outstanding customer service to clients via phone call and email
- Possess a strong level of empathy and compassion for others
- Competent computer skills and experiencing using various online systems
- Highly motivated and proactive, thriving in a fast-paced and structured environment
- Professional communication skills, both verbal and written
- Ability to prioritise tasks while maintaining strong attention to detail
- Committed to completing a 12-month traineeship.

Benefits To You

- A stable full-time role with the opportunity to earn while you learn
- Above trainee award wages - \$26 per hour plus super
- Mobile phone and laptop provided along with available fleet vehicles
- Team bonding activities and access to free EAP services.

About Sublime Care

Established in 2019, we began with a small but dedicated team, united by a shared vision: to be a guiding light for people with disabilities, helping them navigate the complexities of the NDIS with ease. Today, we employ 160+ employees across the Hunter and Sydney regions, who provide person-centred support services to over 400 participants in Aged Care (CHSP), Community Care and Accommodation (NDIS), Support Coordination (NDIS), and Allied Health (CHSP and NDIS).

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Apply

Submit an updated resume and cover letter telling us why you are the best candidate for the role.

We encourage all eligible candidates to apply. Sublime Care is an equal opportunity employer, and we celebrate diversity. We are committed to creating an inclusive and supportive workplace for all employees.

Call 49112380 option 4 to discuss this opportunity further.

Traineeship

Warehousing Trainee

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.

Learnings -

- 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

Outcomes –

- 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

Apprenticeship Suitability Recommendations –

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

About You -

- 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

Requirements –

- References that speak to your work ethic & integrity
- National Police Check, *or willingness to obtain*
- Drivers Licence & Reliable Transport is a must

Novaskill is about enriching people's lives and cultivating futures. As a dynamic not-for-profit Registered Training Organisation and Group Training Organisation (RTO & GTO), we offer a range of Vocational Education and Training pathways to our communities. Our still growing presence spans seven locations from Northern NSW to the Central Coast.

For over four decades, Novaskill has been a beacon of opportunity, fostering exceptional career pathways for thousands of apprentices and trainees. Our legacy speaks volumes, making us one of Australia's most enduring Registered and Group Training companies. At Novaskill, our core mission is to support communities by enriching lives and driving positive change. We focus on building sustainable economic growth in key growth industries and creating pathways for long-term success among our target demographics.

If you're interested in the role, reach out to our GTO Recruitment Team to request more information -

recruitment@novaskill.edu.au

Traineeship

Certificate III Traineeship - Community Based Centre Early Childhood

Belmont Community Child Care Centre is a not for profit Early Childhood Centre working with children and families from birth to school age. The centre has been established for over 35 years and has a strong presence in the Lake Macquarie Community. We are committed to providing quality educational programs in a fair and equitable way in accordance with the National Quality Framework

This position is a temporary full time (38 hours per week) for 18 months (with the option to finish in 12 months if course load can be completed in this time), entailing both practical and theory based training. The position will commence ASAP.

We provide:

- Above award wages
- \$500 sign up bonus, paid at the end of your 3 month probationary period
- Hat, shirts and Jacket
- Mentor
- Access to the EAP
- Wonderful and friendly team environment

Please attach a cover letter addressing the below.

WHAT WE NEED FROM YOU....

- An ability to provide a warm, welcoming and fun environment for both the children and their team;
- An ability to work collaboratively with your team to achieve positive learning outcomes for the children;
- A strong interest in learning more about education and care for young children; and
- An ability to create positive relationships with co-educators, children and their families.
- No prior experience is required.

Belmont Community Child Care Centre is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

We are a Child Safe Organisation

This position is subject to a cleared Working with Children's Check

Wages are in accordance with relevant award

An eligibility list will be kept for a period of six months

Only suitable applicants will be contacted

Applications sent by clicking apply button

Traineeship

Early Childhood Trainee (Certificate III) - Explore and Develop King Street

Are you looking to begin your career in Early Childhood Education?

Are you looking for an exciting opportunity to be part of a newly built centre that fosters learning, exploration, and development? Look no further! Explore and Develop King Street is seeking a dedicated and enthusiastic person to join our team.

Our 55-place centre has 3 rooms to provide care and education for children from birth to 5 years. We have an exciting custom-built adventure playground, and we are in the heart of Newcastle West at 291 King Street.

Room Educator

As a Trainee Educator at Explore and Develop King Street, you will learn to create a nurturing and stimulating environment for children aged 0 - 5 years. You will work collaboratively with a team of educators to implement engaging educational programs that promote children's holistic development.

Key Responsibilities:

- Create a safe, inclusive, and engaging environment that promotes children's learning and development.
- Collaborate with a team of educators.
- Build positive relationships with children, families, and the wider community.
- Commitment to completing studies.

Why Join Explore and Develop King Street?

Be part of a new, purpose-built early childhood centre designed to facilitate children's learning and development. Collaborate with a team of passionate and dedicated educators. Access ongoing professional development opportunities to enhance your skills and knowledge.

What we offer:

- Opportunity to work in a new Early Childhood and Education Setting.
- Job Stability-The position is a full-time role, working 5 days a week, Monday-Friday.
- Flexible roster
- Fully paid ongoing training and professional development, including CPR and First Aid.

How to Apply:

To apply for a position at Explore and Develop King Street, please email your resume, cover letter, and copies of relevant qualifications to kingst.ns@exploreanddevelop.com.au, or click the apply button on this page.

Phone us at **40228200** for more information regarding the position.

Traineeship

ECT and Trainee

Job description

Little Pioneers Early Learning Centre are seeking to recruit two specific roles:

1. An outstanding Early Childhood Teacher who is driven by quality and connection.
2. A curious, eager and driven Trainee looking to venture into the wonderful profession of early childhood education and care.

We are also seeking experienced educators to join the growing team with the potential for management positions.

Position Objectives

ECT: Full time Room Leader with the opportunity to take on Educational Leadership during our EL's maternity leave later this year.

Provide leadership and support to the educational team alongside our other room leaders and management team.

Plan, implement, and review a play-based educational program for children.

Manage and nurture relationships with children, families and the community

Ensure work health and safety, child protection and the UN rights of the child are always adhered to as per our policies and state and national law.

Promote Child Safe Standards and Practices

Weekly off the floor time to program

Create and document planning cycles for your children.

Trainee:

Be open and dedicated to learning a new skill.

Liaise with the educational leader, centre director, and room leader about the current units you are working on to ensure you are actively working towards a qualification.

Off the floor time to study will be provided each week. Please note, that a traineeship role also requires additional study/assignments to be completed at home in order to finish your traineeship in a timely manner.

Ensure work health and safety, child protection and the UN rights of the child are always adhered to as per our policies and state and national law.

Develop and nurture relationships with children, families and the community

Follow directions/instructions from your room leader to build your skills and experience

Share your ideas and provide input into the educational program and ways we can support children, families and engage with our community

Traineeship

Early Childhood Certificate III Educators

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.

We are currently seeking energetic, passionate and dedicated **Early Childhood Certificate III Educators** to join our diverse team at Maitland

The position will be offered on a **full-time 5 days a week**.

Why join our Bright Beginnings Tribe?

As an employee of Bright Beginnings Early Education, you will gain access to a range of exciting benefits, including:

- Above-award wages - you'll get a minimum 6% above award wage
- Opportunities for career advancement
- We are 'Small Employer of the Year' Winner (2024), we provide a friendly, innovative and inclusive work-place environment
- Strong connections within our community, enabling advocacy for our children & team
- 2 x Paid professional development per year to support you in cementing your teaching philosophy. (partnered with Little Scientist)
- Minimum of 3 hours programming per week per educator.
- Flexible roster to ensure you maintain a healthy work-life balance
- Full-time or part-time employment opportunities
- Discounted childcare fees
- Preschool Readiness Program
- Annual Awards, Accolades and Achievements Night.

What does a Early Childhood Certificate III Educator look like at Bright Beginnings?

As an Early Childhood Certificate III Educator, you are expected to be an active member of our team in providing high quality early childhood education and care.

- Demonstrated understanding of the NQF, NQS and EYLF
- Develop meaningful relationships with children, families & community
- Sharing our commitment to continuous improvement across all area.
- Excellent verbal and written communication skills
- Being a team player, mentoring our junior educators in our centre.
- Demonstrated experience in assessing needs of children, monitoring their progress and ensuring school reading when applicable
- Minimum of 1-2 years experience within the Early Childhood Industry

What we need from you?

- A ACECQA approved certificate III in children Services
- Child protection qualification or willing to obtain update
- Current First Aid Certificate, Anaphylaxis and Asthma Management training or willing to obtain update
- Working with Children Check verification number or willing to obtain update
- Nationally recognised police check

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

Traineeship

ADMINISTRATION TRAINEE – INFRASTRUCTURE SERVICES

The role:

Council is currently seeking an Administration Trainee to join the Infrastructure Services team. The role will assist the Infrastructure Support Officer to provide quality customer service and administration support whilst developing your skills and knowledge across a broad range of administrative functions. The position also provides the opportunity to complete a Certificate III in Business Administration.

What's on Offer:

- \$540.10 to \$918.30 per 35 hour week + 11.5% super and the opportunity for salary progression
- 20 days paid annual leave every year, generous sick leave entitlements and access to flexi-time system
- Access to training and development opportunities
- Salary sacrifice options
- Generous uniform allowance
- Flexible work arrangements and reward program

What we need from you:

The successful candidate will have a NSW Record of School Achievement (RoSA) or equivalent and will have a keen interest and aptitude to working in an administration and support role. Proficiency in the use of the Microsoft Office Suite and accuracy and attention to detail is also essential, as is the ability to work independently or as part of a team.

The successful candidate will need to be a confident communicator and will need to effectively maintain effective workplace relationships with both internal and external stakeholders.

About us:

Council is a progressive and caring organisation where all our employees work together to deliver quality services to support our community. We strive to make a difference and add value to the lives of our community. Everything we do is underpinned by the values of the organisation and staff, which are being honest, open and accountable, having mutual respect for all people and cultures, ensuring we deliver on our commitments, providing efficient, effective and reliable services to ensure staff and community safety and to provide improved environmental responsibility.

Located in the picturesque Upper Hunter, our shire encompasses the townships of Merriwa, Murrurundi, Aberdeen and Scone. All great places to live and work, come and see for yourself!

Closing Date:

Monday 3 March, 2025

Job Description:

To view the job description for this role, please click [here](#).

Enquiries and Further Information

Give **Rag Upadhyaya, Director Infrastructure Services**, a call on [02 6540 1155](tel:0265401155) or e-mail hr@upperhunter.nsw.gov.au to discuss this opportunity.

Traineeship

HEALTH & SAFETY TRAINEE

The role:

Council is seeking an individual with a passion to pursue a career in Health and Safety. This role will (with the support and mentoring from our inclusive team of professionals) assist in daily tasks associated with monitoring and implementing WHS Councils policies, procedures and processes to ensure ongoing compliance, whilst developing your skills and knowledge. We will teach you everything you need to know to launch your career in the Health and Safety field. The trainee will undertake diploma level training in Work, Health and Safety and complete an Introduction to Return to Work Coordination Course.

What we need from you:

This is an outstanding opportunity for candidates to commence a dynamic and fulfilling career in WHS with a well-established organisation which supports our local community. You will have the confidence and ability to communicate effectively with staff at all levels and work as part of a team.

Well-developed written literacy and numeracy skills as well as a positive and dedicated attitude, with the ability to think for yourself and display initiative is key to be successful in this role.

What's on Offer:

- \$803.30 to \$[1378.80](#) per 35 hour week + 11.5% super and the opportunity for salary progression
- 20 days paid annual leave every year, generous sick leave entitlements and access to flexi-time system
- Access to training and development opportunities
- Salary sacrifice options
- Generous uniform allowance
- Flexible work arrangements and reward program

About us:

Council is a progressive and caring organisation where all our employees work together to deliver quality services to support our community. We strive to make a difference and add value to the lives of our community. Everything we do is underpinned by the values of the organisation and staff, which are being honest, open and accountable, having mutual respect for all people and cultures, ensuring we deliver on our commitments, providing efficient, effective and reliable services to ensure staff and community safety and to provide improved environmental responsibility. Located in the picturesque Upper Hunter, our shire encompasses the townships of Merriwa, Murrurundi, Aberdeen and Scone. All great places to live and work, come and see for yourself!

Closing Date:

Wednesday 26th February, 2025

Job Description:

To view the job description for this role, please click [here](#).

Enquiries and Further Information

Give Melanie Caban, Manager People & Culture, a call on [0418 899 969](tel:0418899969) or e-mail hr@upperhunter.nsw.gov.au to discuss this opportunity.

Traineeship

Administration Traineeship

What you'll be doing...

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

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

- Meet and greet visitors and maintain visitor register systems
- Be the first point of contact for telephone calls and general inquiries
- Coordinate completion of incoming and outgoing mail and deliveries
- Support coordination of room bookings, preparation, cleaning and catering of meetings
- Stock take and ordering of office consumables
- Reception and general administration tasks
- Daily housekeeping and cleaning duties
- Carry out other duties that are within the limits of trainee skills, competence and ability as required

What you'll bring to the table...

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

- Commitment to both on and off the job training.
- Be proficient in using Microsoft Office Suite.
- Positive, respectful attitude with willingness to learn and develop new skills.
- Developed interpersonal, verbal and written communication skills.
- Organisational skills and the ability to multitask in a busy environment.

Mandatory Requirements

- Drivers licence and reliable transport
- Willingness to undergo pre-employment medical

About Zeal Futures

Zeal Futures provides the ultimate training and employment experience. We create life-changing opportunities by working with industry-leading organisations to deliver high-quality, innovative apprenticeship and traineeship programs across a range of industries.

As experts in vocational education and training, we will support you through all phases of your learning journey, creating a supportive environment that empowers our employees to thrive. Our track record speaks for itself, as we consistently maintain one of the highest completion rates in Australia.

What's in it for me?

Being a Zeal Futures Trainee opens the door to working for industry-leading Employers to provide life changing opportunities. Our network of Host Employers means we can offer rotations to ensure you can fulfil your education and training requirements; become qualified without getting yourself into debt and actually earn an income!

Throughout your traineeship, you'll also be able to take advantage of our exclusive employee benefits such as coaching and mentoring, safety training, discounted health benefits, rewards, and counselling.

How to apply

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

All applications require a resume and cover letter outlining your suitability to the role.

If you require assistance with the recruitment process (for instance, this may be filling out forms, interviews, or completing online tests), please contact your recruitment representative on [1800 247 864](tel:1800247864). We are happy to provide any necessary reasonable adjustments or assistance you may need. Please do not hesitate to ask for any help. We look forward to hearing from you.

Applications close 6th of March 2025.

Traineeship

Administration Traineeship

We are currently seeking a motivated individual to undertake a traineeship as an Administration Trainee to join our team on a fulltime basis. Reporting to the Department Manager, and working within a small team, this is a great opportunity to start your career in administration. Upon completion of this traineeship, you will have achieved a nationally accredited BSB30120 Certificate III in Business.

About the opportunity

Tasks you will be learning will include, but are not limited to:

- Document management and processing (photocopying, scanning, filing etc.)
- Communicating with clients, suppliers and team members via email and phone
- Working within in a team environment
- Ability to adapt to an everchanging environment/role
- Be competent with Microsoft Windows and Office applications, especially Excel
- Prioritise workload to meet demands
- Data entry- uploading documents, understanding version control
- Applying for applications from agencies
- Invoicing
- Attending meetings and taking minutes
- Quality control and attention to detail

The successful candidate will possess qualities that can assist them to:

- Build rapport with a variety of individuals
- Problem solve
- Build a strong work ethic and be reliable and punctual
- Work effectively as part of a team

Personal attributes we are looking for include:

- Excellent time management skills
- Have a positive and proactive attitude
- Comfortable working under pressure
- Have strong attention to detail

You will have to be able to work a 38hour 5-day week and have your own transportation to get to Sandgate.

If you have a great attitude and want to advance your career in administration, come and join a strong and growing team, we would love to hear from you, please provide a cover letter with your resume.

Traineeship

Trainee Water Management & Treatment - Bulahdelah area

Choosing your next career step can be thrilling yet overwhelming— and we get that.

Right now, MidCoast Council is offering an opportunity designed to simplify your decision-making process. We're here to help launch your career and set you on the right path.

This traineeship within our Water Management and Treatment department will be based in our southern treatment plants at Bulahdelah, Tea Gardens and Stroud.

Seize the chance to make a positive choice for your future, and best of all, you can do it right here on the stunning Barrington Coast.

Why work with us?

At MidCoast Council, you will have the opportunity to work in our advanced, technology-driven facilities, or contribute to impactful outdoor projects across the picturesque Barrington Coast. No matter the path you choose, you'll receive excellent training from experienced leaders in their fields.

We are a dynamic Council dedicated to serving our community and investing in our people. Whether you thrive in a high-tech environment or prefer working outdoors, MidCoast Council offers a diverse range of opportunities to suit your interests and skills.

We are committed to the growth of our employees and have a range of benefits available to support wellbeing and career development.

The role

Are you ready to jumpstart your career in an essential and dynamic field? MidCoast Council is excited to offer a traineeship opportunity within our Water Management and Treatment department. This role is perfect for individuals eager to learn and grow in the operation and maintenance of our water and wastewater systems where you will complete a Certificate III in Water Industry Operations (24 months).

As a trainee, you will gain hands-on experience in the day-to-day management of these critical systems, including both planned and unplanned maintenance tasks. This position offers the chance to develop valuable skills in water treatment and system operations, all while contributing to the reliability and efficiency of our community's water services.

We're looking for candidates who are passionate about learning, detail-oriented, and able to work well both independently and as part of a team. A commitment to performing tasks in a cost-effective and efficient manner is essential.

Please note that to be a successful candidate for this role you'll be required to complete a pre-employment basic skills assessment and medical check (medical assessment will include a drug and alcohol test, sight and hearing, functional and medical component)

Testimonial: *"Since starting, I have learnt so many valuable skills, which can be transferred to all aspects of life, and I am doing things I never imagined I would be doing. I have been put into a great team of people who have taught me so much and have greatly supported me throughout my traineeship. I am the type of person who likes to learn and understand how things work, and this role has given me such an insight into how important functioning water systems are to our community."* - Holly

Remuneration: You will be paid in accordance with the Traineeship pay scale as outlined in the Local Government (State) Award 2023 plus superannuation.

An allowance of \$95.34 per week will also apply. (Trainee Water Allowance)

Location: This position will be based at the Bulahdelah, Stroud and Tea Gardens Water Services Depots. You may also be required to be based from other Council sites across the MidCoast Council region.

Tenure: Full-time 38 hours per week over a 24-month period.

Closing date: Sunday 23 February 2025 at 11.30 pm.

Want to know more?

Wanting to know more about the day-to-day functions of the role? Please contact Nathan Bakewell who is the hiring manager for this role. Nathan can be reached on [0438 619 815](tel:0438619815).

Traineeship

New Centre - Mount Hutton- Trainee

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

Little Zak's Academy is privately owned and family run. Our aim is to provide early childhood care and education in a safe, welcoming, adopting and nurturing environment.

Our staff are dedicated professionals who value the importance of maintaining an optimum level of care and education for all children. We select our staff based on knowledge and values, vision for children and learning, and commitment to families.

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

About the role:

Study towards your Certificate III in Early Childhood while you work

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

What we are looking for:

Current Working with Children Check or willing to obtain (must be at least 18 years of age on commencement)

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

Benefits for you:

Rotating rosters to support a great work/life balance

- Generous childcare discounts for your own children
- Continuous career development opportunities
- A paid day off on your birthday
- Invitation to our family fun day for you and your family
- Company Awards Night
- Travel Allowances (Please ask about this)

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

Do not miss out on this great opportunity! If this sounds like you then, please click 'APPLY NOW' or call Maurice on [0485 982 516](tel:0485982516).

We are dedicated to ensuring the safety and well-being of children by implementing a comprehensive screening and interview process, conducting thorough candidate reference checks, and other checks to foster a child-safe organisational culture."

Traineeship

Trainee Office Administration

About us

Atack Air Conditioning is a family-owned and run business that has been operating in Raymond Terrace for over 40 years and services the air conditioning needs of customers across Port Stephens, Hawkes Nest, Nelson Bay, Dungog, Maitland, Newcastle, and surrounding areas. Sales, service, and maintenance of all facets of domestic air conditioning are carried out by our staff in our new office/showroom at 4a Kangaroo Street.

Qualifications & experience

- Xero and Microsoft suite proficiency. Would be an advantage but not a necessity.
- Customer service skills with a friendly phone manner.
- Computer literate with the ability to learn and use new software.

Tasks & responsibilities

- Reception/Front Office Duties and Customer Service
- Accounts Receivable and Invoice Generation
- Ordering spare parts, tracking and scheduling for Installation
- Data Entry - Job Information, Invoicing, Service Scheduling and Warranty Claims
- Scheduling tradesmen for servicing and repairs.

Benefits

The Traineeship in Office Administration will start your career in a very sort after role. Our office staff are a small group of people that help, and learn from each other. The successful applicant will benefit from the experience of over 40 years of service to Raymond Terrace in this field.

Concrete Traineeship

Concreting Traineeship Opportunity at Local Concreting Mate Pty Ltd

Position: Concreting Traineeship

Company: Local Concreting Mate Pty Ltd

Location: Newcastle/Hunter Valley/Central Coast

Are you ready to kickstart your career in the concreting industry? Join our dynamic team at Local Concreting Mate Pty Ltd and gain hands-on experience with on-site training. We are looking for motivated individuals with a can-do attitude to join our full-time Concreting Traineeship program.

Requirements:

- Driver's Licence
- White Card
- Can-do attitude
- Ability to work well in a team

Primary Responsibilities:

- Learn and perform learned tasks on-site

Training and Development:

- Solely on-site based training
- Earn a Certificate 3 in Concreting

Benefits:

- Great work environment
- Monthly social days
- Above award wages
- Opportunities for career advancement within our large company
- Lunch provided every day we pour concrete

Application Process:

Application Deadline: 2 weeks from the date of this advertisement

Traineeship

Junior Administration Support

Our Organisation

About SiDCOR:

SiDCOR Chartered Accountants are not any accounting firm; we pride ourselves on our fresh approach to the industry and our holistic approach to our staff and clients. We specialise in SMEs and deliver the services each individual needs, depending on where they are in their business life, personal life and journey to creating wealth

About the role:

We are currently looking for a Junior Office administrator to join our team.

This role is a junior position in our firm and is a perfect entry level position for someone who has just finished school and is interested in gaining some corporate experience in administration. This position will be full time and no degree is required. Duties will include but are not limited to:

- Regular monitoring of appearance of the office and address issues as required. This includes, maintaining supplies to the kitchen, bathrooms, and common areas throughout the day.
- Monitor and maintain all supplies, including stationery, groceries, vending machine, and cleaning products and reorder as required.
- Scan and file hard copy documents and save appropriately for easy retrieval as part of the firm's paperless office strategy
- Daily completion of errands in a timely manner
- Maintain boardrooms
- Assistance with set up prior and pack down company training tasks space
- Assistance with reception duties, including greeting clients & taking phone calls
- Support the Practice Administrators in preparing collations and documents for send out to the clients, when required
- Portray a professional image of SiDCOR at all times and ensure an in depth understanding of our services and value proposition

About you:

Your ability to connect with people along with your well-spoken, friendly and helpful customer focus will be your best asset in our administration team. You're dependable and able to work independently or as part of a team. You are able to handle pressure and adopt a flexible approach to problems.

If you enjoy variety, being challenged and working within a dynamic team, then we would love to hear from you. At SiDCOR, our people are the heart and soul of our business. If this sounds like the place you'd like to be, then we would love to hear from you.

Traineeship

Trainee & Experienced Soil Technicians

Douglas Partners Pty Ltd is an industry-leading geotechnical, environmental and groundwater consulting firm employing over 600 people throughout 19 offices across, including 14 NATA-accredited laboratories across Australia.

A company with over 60 years' experience and work culture that is empowering, supportive and inclusive where people matter most!

Visit our website to learn more at www.douglaspartners.com.au

What the role is

We are looking for enthusiastic and reliable trainee and experienced Soil Technicians to join our Newcastle laboratory. The positions consist of hands-on testing, analytical assessment on data and or the preparation of test reports.

You will work closely with our Laboratory Manager and senior staff and will be trained to perform soil testing in accordance with relevant national and state standards.

On the job training is available for applicants with no prior experience.

About you

The successful candidates will possess:

- A high level of initiative, flexibility and enthusiasm and be a team player;
- Excellent communication skills, motivation and commitment to deliver work to the highest standard;
- Hold a current Australian driver's licence;
- Hold a White Card and Nuclear Gauge- highly regarded, however, can be organised once employed.

Any **previous experience** in concrete, aggregate, rock and soils laboratories or the construction industry, while not necessary would be beneficial. **School leavers are encouraged to apply.**

This is an outstanding opportunity to start a career or develop your career with a company that values their employees and knows what is required to continue personal growth.

Training and Development

- On the job training;
- Career development;
- Support for further studies – external certificate courses in laboratory operations, paid for by the company.

What's in it for you

- Incentive bonus;
- Employee Assistance Program for Health & Wellbeing;
- Discount offers on your shopping through our Douglas Good Deals;
- Coaching and mentoring from some of the industry's top leaders;
- A work culture that is empowering, fun and inclusive where people matter!

Application should include

- a brief cover letter demonstrating how you would fulfil this role;
- a resume and any work experience references.

Traineeship

CRIB RELIEF DUMP TRUCK TRAINEESHIP

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

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

Benefits:

- Excellent flat pay rates ranging from \$40 per hour
- Superannuation paid on all rostered hours
- Permanent opportunities may be available after successful completion of your traineeship
- Work with a great team that is committed to your safety and is a market leader

About your new role:

This competency-based traineeship leads to a nationally recognised qualification, Certificate III - Surface Extraction Operations and offers the opportunity to commence a career within the mining industry.

About you:

- Safe and productive work ethic
- Be absolutely committed to the roster and competition of the traineeship
- Hold a current Car P2 drivers' licence or higher - **MUST** be able to confidently drive a manual vehicle
- Be able to work a rotating roster including nights and weekends
- Provide 2 recent work referees
- Be able to provide a local residential address, this is **NOT** FIFO
- Be available to attend required interviews in the Singleton office
- Able to undergo and pass full Order 43 Coal Services Health medical and D&A Test
- You will be asked to provide an RMS driving record for consideration if you are invited for an interview.

Who we are

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

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

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

So it's over to you, if this opportunity is right for you apply today!

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

Traineeship

Early Childhood Educator (Trainee) - St Nicholas Chisholm

Are you passionate about pursuing a career within Early Education and Care? Kick start your career now through a Certificate III Traineeship, no prior qualifications required!

The Benefits

St Nicholas offers a wide range of benefits that support and enrich the lives of our employees, including:

- **mnBenefits program:** Enjoy up to 10% off at top retailers with our mnBenefits program
- **Flexibility:** You will be supported to balance work and personal commitments through flexibility
- **Growth:** Paid Industry-leading training and career progression within the organisation through a variety of learning and development pathways
- **Facilities:** State of the Art, purpose built centres powered by 100% green energy
- **Additional Benefits:** Three days additional paid leave at Christmas, employer-funded parental leave, salary packaging, corporate benefits including;
 - Fitness Passport, EAP and flu injections
 - 50% off childcare fees for all full and part-time employees
 - \$1,000 staff referral bonuses (\$1,500 for eligible positions)

The Role

As a Trainee Early Childhood Educator at our **Chisholm** centre, you will undertake a Certificate III in Early Childhood Education and whilst on the job, assist with the implementation of daily routines for the children and contribute to the development of programs which reflect the Early Years Learning Framework (EYLF), play based learning and the planning, implementation, evaluation and reflection of programs which reflect the emerging skills and interests of children.

You will have the ability to evolve in your role and progress within the organisation through a variety of learning and development pathways.

QUALIFICATIONS/CRITERIA

- 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.
- Computer literacy in order to document examples of learning stories.

If you genuinely share our passion for Early Childhood Education we would love to hear from you! **APPLY** now. Applications for this position will only be considered if submitted through the following platforms: our careers page on our website, mnpeople, Indeed, Seek, or LinkedIn.

Additional Information

The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons.

All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.

St Nicholas promotes the safety and wellbeing of children from culturally or linguistically diverse backgrounds and encourages applications 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.

Traineeship

Dump Truck Traineeship

Programmed Energy and Resources is currently seeking motivated candidates for an exciting opportunity to undertake a **Dump Truck Traineeship** with our leading mining clients in the Upper and Lower Hunter Valley

The roster will be an even time 12.5hr rotating day and night roster, averaging 43.75 hours per week including working every second weekend.

Benefits:

- Excellent flat pay rates ranging from \$37 an hour
- Superannuation paid on all rostered hours
- Permanent opportunities may be available after successful completion of your traineeship
- Work with a great team that is committed to your safety and is a market leader

About your new role:

- 24-Month full-time permanent role
- This competency-based traineeship leads to a nationally recognised qualification, Certificate III - Surface Extraction Operations
- Locations throughout the Lower and Upper Hunter Valley NSW
- Follow a 12.5 hour rotating roster including days, nights and weekends

About you:

- Safe and productive work ethic
- Hold a current Car P2 drivers' licence or higher - **MUST** be able to confidently drive a manual vehicle
- Be able to work a rotating roster including nights and weekends
- Provide 2 recent work referees
- Be able to provide a local residential address, this is **NOT** FIFO
- Be available to attend required interviews in the Singleton Office
- Able to undergo and pass full Order 43 Coal Services Health medical and D&A Test
- You will be asked to provide an RMS driving record for consideration if you are invited for an interview.

Work for a professional team with years of industry experience that is committed to your safety. Great careers start with us!!!

If this job interests you, applications can be submitted online either via the Programmed web-site jobs.programmed.com.au or via our app **Programmed GO**, available to download free from the app store.

Please also check out our beautiful region and all it has to offer at <https://www.visitnsw.com/destinations/hunter/hunter-valley>

Who we are

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

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

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

So it's over to you, if this opportunity is right for you apply today!

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

Traineeship

Trainee Crib Relief Dump Truck Operators

Roster:

- Lifestyle Roster (4/5 on, 4/5 off)
- 8hrs shifts day/night

Benefits:

- Excellent flat pay rates - \$44.43
- Superannuation paid on all rostered hours
- Work with a great team that is committed to your safety and is a market leader
- Opportunities for upskilling

About you:

- Have experience in Trades, Heavy Industry, Civil, Agriculture, Defense or similar with exposure to vehicle interaction
- Safe and productive work ethic
- Have a commitment to training
- Be able to work a rotating 7 day roster including weekends and night shifts
- Current drivers licence - Minimum P2 Drivers Licence, you will be required to provide a RMS driving record for consideration if you are invited for an interview
- Provide recent work referees in a supervisory role
- Be able to provide a local residential address within 80kms of **Mt Arthur Coal**
- Able to undergo and pass full Order 43 Coal Services Health medical and D&A Test

Work for a professional team with years of industry experience that is committed to your safety. Great careers start with us!!!

If this job interests you, applications can be submitted online either via the Programmed website **jobs.programmed.com.au** or via our app **Programmed GO**, available to download free from the app store.

Please also check out our beautiful region and all it has to offer at <https://www.visitnsw.com/destinations/hunter/hunter-valley>

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Traineeship

Trainee Pest Control Technician

About the role

Andersen Pest Services is seeking a Trainee Pest Technician to join our team in Lake Macquarie & Newcastle areas. As a full-time role, you will be responsible for providing high-quality pest control services to our residential and commercial clients in the local area.

What you'll be doing

As a Trainee Pest Technician at Andersen Pest Services, you will receive hands-on training and mentorship from experienced professionals in the field. This entry-level position is perfect for individuals looking to build a career in pest management. You will learn how to identify pests, understand treatment methods, and provide excellent customer service while gaining valuable industry knowledge.

- Develop and implement effective pest control strategies using integrated pest management techniques
- Learn to apply pesticides and other treatment methods in a safe and compliant manner
- Provide exceptional customer service and advice to clients
- Maintain accurate records and documentation of all work performed
- Ensure all work is carried out to the highest safety and quality standards

What we're looking for

- A genuine interest in pest control and a desire to learn.
- Strong communication skills and a customer-oriented attitude.
- Ability to work well in a team environment and independently.
- Attention to detail and a willingness to follow safety protocols.
- Valid driver's license and a clean driving record.
- Current WWCC or willingness to obtain one.

What we offer

At Andersen Pest Services, we are committed to providing our employees with a supportive and rewarding work environment. In addition to a competitive salary, we offer:

- Competitive starting salary with opportunities for advancement.
- Comprehensive training program and mentorship from experienced technicians
- Company vehicle and equipment will be provided as you progress.
- A supportive and positive work environment that values growth and development.

About us

Andersen Pest Services is an Award-Winning company and a leading provider in the pest control industry, servicing Lake Macquarie and Newcastle areas. Established in 2020, we are highly dedicated to protecting our customers' home and businesses from a wide range of pests, while maintaining the highest standards of safety and environmental responsibility. Our team of experienced professionals are committed to delivering exceptional service and innovative pest management solutions to our clients.

If you're an honest, hardworking and reliable person who is passionate about delivering outstanding results, we encourage you to apply now.

Traineeship

Belt Splicing Trainee / Conveyor System Technician Trainee

What's the Traineeship?

We have a great opportunity for a Trainee Belt Splicer to join our Team based in Beresfield or Muswellbrook. As a Trainee, you will be developing your skills in conveyor belt maintenance, repairs, installation, general maintenance and replacement of conveyor components.

Your learning experience will be a combination of on-the-job, hands-on experience along with practical theory/classroom training, and on successful completion, you will obtain a Certificate III in Polymer Processing.

Why work for us?

A part of the Global Michelin Group, Fenner is regarded as a world leader in providing Engineered Conveyor Solutions to the mining industry.

We are committed to investing in our people and have our very own Registered Training Organisation to develop our people to the highest industry standards. At Fenner we value safety, rewarding high performance by providing career opportunities and encouraging internal promotion.

Gain a Certificate III in Polymer Processing – a nationally recognised qualification!

- Higher than award trainee pay rate!
- Being a part of Michelin; a leading and trusted brand within the global tyre market, you will be entitled to a discount on tyres each year.
- Use of company discount programs with our corporate suppliers on flights, accommodation, car hire, health insurance and more.
- 24 Hour Employee Assistance Program for you and your family. This is a free and confidential counselling service to support your wellbeing in the workplace and at home.
-

To be considered for the Traineeship, you:

Must have a strong safety focus;

- Must be a minimum of 18 years old;
- Must hold a current Australian drivers licence;
- Be willing to complete an aptitude testing as part of the Trainee recruitment process to demonstrate mechanical aptitude, sound communication and numerical skills;
- Have the ability to work at heights and in confined spaces;
- Have the ability to work with project/site operational requirements (which may see you working after hours, weekends and/or public holidays);
- Have the ability to pass a pre-employment medical including drug and alcohol screening.
-

If you have any of the below, would be highly desirable:

Previous work experience in construction, manufacturing or mining is preferred

- Possess good mechanical aptitude, as well as sound communication and numerical skills
- Possess either a Basic Riggers ticket, Forklift (LF), Basic Dogging ticket or Elevated Work Platform ticket (desirable but not essential)

The traineeship has multiple intakes throughout 2025, and to be eligible, you must be able to commit to travel to WA for the duration of the course (8-weeks delivered in two 4-week blocks).

Traineeship

Early Childhood trainee

As an Early Childhood Trainee, you will work under the guidance of experienced educators to support the development and learning of children aged 0-5 years. You will be involved in planning and implementing educational programs, ensuring the well-being of children, and creating a safe and nurturing environment.

Key Responsibilities:

- Assist with the planning and delivery of educational activities and programs.
- Support children's learning and development through play-based experiences.
- Ensure the health, safety, and well-being of all children in your care.
- Build positive relationships with children, families, and staff members.
- Maintain a clean, safe, and engaging learning environment.
- Observe and document children's progress and achievements.
- Be an active participant in team meetings and professional development opportunities.

Qualifications:

- Currently studying or willing to enrol in a Certificate III in Early Childhood Education and Care.
- Passion for early childhood education and a desire to learn and grow in the field.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Commitment to providing high-quality care and education to young children.
- Current Working with Children Check (or willingness to obtain one).

Benefits:

- On-the-job training and mentorship from experienced professionals.
- Opportunities for career progression within the organisation.
- Supportive and inclusive working environment.
- Access to professional development and training programs.

How to Apply:

If you are excited about the opportunity to join our team and start your career in early childhood education, we would love to hear from you!

Please submit your resume and a cover letter outlining your suitability for the role to our director Linda

at admin@edgeworthchildcarecentre.com.au by 30/11/24.

Join us in making a difference in the lives of young children and their families. Apply today!

Traineeship

Childcare Traineeship

Are you looking to start your Early Childhood Education career?

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

Why us?

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

About the role

Study towards your Certificate III in Early Childhood while you work and get paid

- Full time position working across a rotating roster mon-fri
- Gain childcare experience across all age groups from 0-5
- Work alongside a supportive team who will mentor and guide you
- **What we are looking for**

Trustworthy, dedicated and positive team player

- Passion and willingness to succeed in the childcare industry
- Supporting the Little Zaks culture through constantly displaying our values
- Current Working with Children Check
- Availability to work fulltime from 16th October 2023

• **Benefits for you**

Amazing state of the art centre

- Work in a beautiful location
- Continuous career development opportunities
- Complimentary uniform
- Parking on site
- Rotating rosters to support a great work / life balance

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

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

We are dedicated to ensuring the safety and well-being of children by implementing a comprehensive screening and interview process, conducting thorough candidate reference checks, and other checks to foster a child-safe organisational culture."

Traineeship

Certificate III Trainee - Chisholm

Join Our Passionate Team at Tillys Play and Development Centres

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

Trainee Opportunity (Certificate III ECEC) - Chisholm Centre

We're thrilled to announce an opening for a passionate and eager-to-learn trainee to join our team at our 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

- **Full Time** - Embrace a consistent schedule of 38 hours per week.
- **Competitive Pay** - Enjoy wages at CSE Level 1.1 (\$23.97/hour). A
- **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.
- **Relationship Building** - Form and maintain positive relationships with families, children, and fellow Educators.
- **Safety Check** - Possess a valid Working with Children Check (don't worry, we can help you with this!).
- **Effective Communication** - Maintain a high standard of written and verbal communication.

Your Application Matters

When applying, please include a brief cover letter explaining why pursuing a traineeship in this industry resonates with you.

Thank you for your interest! We'll be in touch if you're shortlisted for an interview.

Please note: Only shortlisted candidates will receive further communication.

Traineeship

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.

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- **Paid Meetings** - Get compensated for attending team meetings.
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When applying, please include a brief cover letter explaining why pursuing a traineeship in this industry resonates with you.

Thank you for your interest! We'll be in touch if you're shortlisted for an interview.

Please note: Only shortlisted candidates will receive further communication.

Traineeship

Aged Care Support Worker Traineeships (Cooranbong)

A New Career Awaits!

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

If you are not experienced don't worry, Skilled Care can help put you through a traineeship in Certificate 3 in Individual Support while you are working.

About Skilled Care:

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

Why choose our Traineeship Program

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

Requirements

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

Benefits:

Experience the joy of caring for others while building a solid foundation for your career. Skilled Care's Traineeship Program provides a seamless integration of learning and working, offering a fulfilling pathway to a rewarding profession in disability care. Adventist/Christian applicants encouraged to apply.

If you're ready to make a difference, apply now! Join Skilled Care and become a valued member of our team, dedicated to enhancing the quality of life of people with disabilities and support them to live their best lives! Send your resume to recruitment@skilledcare.edu.au to learn more.

Traineeship

NDT Technician Traineeship

Make an impact doing work you can be proud of at Bureau Veritas. Your career is about more than building a resume — it's a chance to leave your mark.

About Bureau Veritas Australia:

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 Non-Destructive Testing Traineeship Program starting at the beginning of 2025. You will gain practical 'in field' experience in NDT methodologies, whilst undertaking studies in Engineering at either Certificate or Advanced Diploma 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 NDT qualifications. This will then enable you to work by yourself as a NDT 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 the following skillsets:

- Year 12 and pass marks in Maths, English and Science; OR
- 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.

- 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.

Apply now to join Bureau Veritas and help us create a brighter future for our next generations, and a safer society for us all.

Traineeship

Trainee Administrator | Office Assistant

About Us

Mineco are a national mining and equipment services business with assets across NSW & QLD. We provide mining solutions to tier 1 companies including Bulk Dozer push, Coal quality and recovery, Crushing, Civil works and Rehabilitation services. With our Head Office based Beresfield, our fully equipped workshop in Muswellbrook and assets across all major sites in the Hunter region we have an exciting opportunity for an enthusiastic trainee to join our team.

The Role

As an Administrative Trainee, you'll gain hands-on experience across key business functions including Administration, HR, Business Development, Maintenance, and Finance. This is the perfect role to build a strong foundation for your professional journey while contributing to the success of our operations.

What you will learn

Administration:

- Publishing letters and documents
- Organising company events
- Booking travel and accommodation
- Ordering uniforms and stationery
- Scheduling meetings and venues

Business Development:

- Assisting in the preparation of tenders and expressions of interest
- Updating customer information and contact records

Maintenance:

- Data entry for goods receiving, timesheets, work orders, and equipment reports
- Supporting management with equipment-related reporting

HR:

- Assisting with staff onboarding
- Scheduling interviews and booking medical assessments
- Updating HR records, including training and safety compliance

Finance:

- Assisting with accounts payable and receivable processes
- Supporting claim preparation and generating client invoices
- Producing management reports

What we offer

- Comprehensive training and mentorship
- Exposure to multiple business functions
- Opportunities for professional development and career growth

Contact Bridget on [0484 251 025](tel:0484251025) to find out more or Apply Now to recruitment@mineco.net.au

Full Time

Junior Full time Medical Receptionist

A full time position exists at our busy East Maitland Medical Practice for a Junior Medical Receptionist. Working hours will include Monday to Friday and Saturday roster.

We are looking for a Medical Receptionist who is professional, compassionate and knowledgeable individual to join our friendly team at Better Health Greenhills.

SKILLS REQUIRED FOR THIS POSITION:

- A knowledge of Excel and Microsoft word.
 - Excellent communication and teamwork skills are essential for this role. You will need to communicate with Doctors, nursing staff, other team member and of course patients.
 - Eagerness to learn.
 - Ability to multi-task and ability to work in a fast-paced, busy practice.
 - Excellent telephone skills.
 - Professional, well-presented and friendly.
 - Punctual, reliable and flexible regarding working hours.
 - Works diligently with honesty and integrity.
- We are looking for someone that can learn new skills quickly and is able to work in a fast-paced environment.

Our practice is a well established working for over 30 years. We are an accredited practice and aim to provide a warm and supportive environment.

Real Estate Junior Sales Assistant

Junior Sales Assistant – Kickstart Your Real Estate Career!

Looking to break into real estate? Our **Junior Sales Assistant** role is the perfect way to start! Whether you see this as a **stepping stone to sales success** or a **fulfilling career in itself**, we've got you covered.

What You'll Do:

- Support our high-performing **sales team** and learn from the best.
- Enjoy a **flexible full-time role** with work that keeps you out and about—not stuck behind a desk!
- Gain hands-on **training and mentorship** to kickstart your real estate career.
- Be part of a **fun, dynamic team** where no two days are the same!

What We're Looking For:

- A **bubbly, outgoing personality**—someone who loves meeting people!
- A **current driver's license** and **reliable vehicle** (this role involves being on the move).
- No experience? **No problem!** We'll teach you everything you need to know.

How to Apply:

Send your **CV and cover letter** to admin@jameshenryrealestate.com.au

If you're ready to **launch your real estate career** with a supportive team, we'd love to hear from you!

Full Time

Receptionist/Administrative Assistant

About Us

UrbanOps is a dynamic and growing company providing high-quality residential and commercial construction, renovation, and maintenance services across Newcastle, Lake Macquarie, and the Hunter Region. As we expand, we are looking for a highly skilled and motivated Receptionist to be the welcoming face and voice of our business.

About the Role

We are seeking a professional, highly organised, and proactive Receptionist to join our team. The ideal candidate will have excellent communication skills, a strong sense of initiative, and the ability to multitask in a fast-paced environment. This role is critical in ensuring the smooth operation of our office by managing enquiries, scheduling appointments, and supporting our management team.

Key Responsibilities:

- Handle incoming phone calls and enquiries professionally and efficiently.
- Enter and schedule quotations, ensuring accuracy and timeliness.
- Communicate effectively with external stakeholders, including clients, suppliers, and contractors.
- Manage the email inbox, responding promptly and appropriately.
- Maintain filing and archiving systems for easy retrieval of documents.
- Collate staff timesheets and leave requests for payroll processing.
- Assist the Office & Operations Manager with administrative tasks.
- Support the Director and Construction Manager with daily administrative duties.
- Schedule meetings, draft agendas, and take meeting minutes.

Key Skills and Experience:

- Excellent verbal and written communication skills.
- Confident handling incoming enquiries and providing exceptional customer service.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.).
- Strong attention to detail and accuracy in data entry and scheduling.
- Ability to multitask effectively in a busy office environment.
- A proactive approach with a strong sense of initiative.
- Confident phone manner and professional tone in email communication.
- Previous experience in a reception or administrative role is highly regarded.

What We Offer:

- A supportive and friendly work environment.
- Competitive salary based on experience.
- Opportunities for professional growth and development.

The chance to be part of a growing and reputable company.

Full Time

Entry Level Fire Suppression Technician - Singleton

About us:

Fire and Safety Industries is a privately-owned Australian Company specialising in the manufacture, supply, installation and servicing of Fire Suppression Systems for the Mining, Construction and Agriculture Industries. Our Head Office is in Brisbane, with multiple branches in Northern and Southern regions of the east-coast and a distribution network across Australia; both west-coast and east-coast and a growing market share in international regions.

The position:

We have an exciting opportunity for a dynamic, highly motivated Service Technician based out of the Singleton Region. Mechanically minded is preferred and our Training Department will train you in the rest!

At the completion of formal training and with continued on the job training, the role will be servicing customers throughout the Mining Industry. Working from our Singleton Branch and local mine sites, your responsibilities and duties will include:

- Perform diagnostic tests to identify the root cause of equipment malfunctions or system failures.
- Conduct regular maintenance on mobile equipment to ensure optimal performance and longevity.
- Collaborative with other service technicians or team members to complete repairs and installations.
- Provide technical assistance and guidance to customers / end users regarding mobile equipment operation or troubleshooting.
- Establishing and maintaining strong client relationships.
- Adhere to company policies, quality standards and customer service protocols at all times.
- Coordinating, compiling, and submitting the necessary paperwork and other procedures.
- Attending to client call outs.

About You:

- Mechanical trade, service maintenance, air-conditioning experience, or similar industry related skills preferred however not essential.
- Troubleshooting and diagnostics ability.
- Fit and energetic personnel required with a can-do attitude.
- Ability to work alone and as part of a dynamic team.

Why work for us?

- A great workplace culture with supportive colleagues, team spirit and working environment.
- Permanent position offering competitive remuneration package.
- Fantastic ongoing training and development opportunities.
- Exposure to a vast array of fire protection systems.
- Ability to Salary Sacrifice.

If you are looking for a career opportunity within a professional, dynamic organisation that is dedicated to its people, apply now! For further information about the us please visit our website

<https://fireandsafety.com.au/about-us/careers/>

Fire and Safety Industries is an Equal Opportunity Employer.

Fire and Safety Industries is committed to safe work practices and a safe working environment. Considering the duties associated with this role, potential employees will be subject to a pre-employment medical and drug and alcohol testing.

Full Time

Team Administrator - Full-Time or Part-Time

At Cutcher & Neale we are *True Professionals* who believe in being *Stronger Together* by empowering our people to be their best and do their best work. We do this by providing a supportive team environment, ongoing professional and personal development opportunities, and a genuine balance between work and life commitments. Visit our Careers page to see what our team have to say about working at Cutcher & Neale and check out the video below to see what we got up to at our team Conference in 2023!

Your new opportunity

Join us as an Administrator and play a key role in ensuring the smooth operations of our team!

Our Administrators are the heroes of our office, thriving and collaborating to achieve great results for our people and for our clients. You'd be a great fit for our team if you have a drive to be precise in your work, but are also agile and adaptable when something unexpected pops up. Your office experience means you're a great problem solver who finds satisfaction in identifying opportunities for improvement and overcoming challenges.

We value work-life balance and proudly offer flexible work options. This role can be a **full-time or part-time** role (30 hours per week minimum) and we are happy to work with you to create an ideal work schedule.

What will you do?

- Provide vital administrative support to the team.
- Schedule and coordinate appointments and meetings.
- Maintain accurate and up-to-date client information in our databases.
- Liaise with the ATO on client correspondence.
- Prepare and handle client documents with care and precision.
- Answer incoming calls and assist with team communications.
- Ensure deadlines and requests are met with effective coordination.

What do you bring?

- Strong ability to build rapport and maintain positive relationships with stakeholders.
- Proactive approach to working independently and contributing as a team player.
- Keen attention to detail and a commitment to high-quality work.
- Eagerness to learn and develop your professional skills.

Advantageous criteria but not essential:

- Previous experience working in an office environment (accounting experience is a plus!).
 - Proficiency with Microsoft Suite (Word, Excel, etc.).
- Certificate III in Business Administration (or equivalent).

Full Time

Administration Assistant - Join a Growing Charlestown Business!

Looking for a role where you'll feel **valued, supported, and set up for success**? This is your chance to join a **thriving professional services firm** in Charlestown as an **Administration Assistant**. If you love variety in your work, take pride in your attention to detail, and enjoy being the go-to person in the office, we want to hear from you!

What's on Offer:

\$70,000 - \$75,000 + super – a competitive salary for your skills and experience

- **Full-time, permanent role** | Monday to Friday, 8:30am – 5:00pm
- A **modern office environment** with a friendly and supportive team
- **Comprehensive training & induction** to set you up for success
- A growing business that truly **values its people**
- **What We're Looking For:**
Minimum 2 years of recent administration experience in a professional services firm
- Strong proficiency in **Microsoft Word & Outlook**
- **Exceptional attention to detail** and problem-solving skills
- A **self-starter** who thrives in a dynamic, fast-paced environment
- Experience in **legal, accounting, finance, or other professional services** highly desirable

If you're looking for **stability, career growth, and a workplace where you'll be appreciated**, this is your opportunity!

Apply now or contact **Monica Walmsley** at [0492 300 464](tel:0492300464) for more information.

Dispatch / Admin Support Officer

Hunter Pods Pty Ltd, Based in Thornton, is a leader in the manufacture and supply of polystyrene pods to the Building and Constructions Industry

An opportunity has become available to join this vibrant, professional team as a Dispatch / Administration Support Officer.

The successful applicant will be responsible for, but not restricted to:

- Customer Service
- Delivery planning support
- Data Entry

The ideal candidates will have a minimum of:

- C Class License
- Reliable transport
- Customer service experience
- Good computer skills

Desirable Criteria:

- Willing to learn new things
- Hard working with a positive attitude
- Highly Motivated
- Be able to work in a solo position and work as part of a team
- MYOB Experience

Hunter Pods is a fast paced environment with tight schedules, the candidate will be well motivated and possess exceptional time management skills, together with a high level of customer service.

This is a full time position - working between the days of Monday to Friday.

Extensive training will be provided.

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

Full Time

Receptionist

Kilpatrick Hatton Solicitors is an established Law Firm providing exceptional legal services in the areas of Conveyancing, Property Law, Family Law, Wills, Estates and Commercial Law in Charlestown, near Newcastle.

We are currently seeking a Receptionist to join our team.

Ideally, you will have at least one year of administration experience in the legal industry or be a current law student.

You will be part of a busy team, with the ideal candidate being responsible for all tasks of a legal support role including, but not limited to:

- Diary and inbox management.
- New client enquiries and bookings, include conflict checks and obtaining identification documents for prospective clients.
- Preparing Conveyancing Contracts and correspondence
- Opening of files in LEAP
- Scheduling conferences and meetings.
- Liaising with clients, other solicitors, Real Estate Agents and other third parties.
- General administrative duties.

The successful applicant candidate will also;

- Be confident in using Microsoft Office
- Have professional phone manner.
- Have strong written and verbal communication skills.
- Have ability to manage work priorities & multi-task.
- Have excellent attention to detail.
- Be reliable and punctual.
- Experience with Leap legal practice management software (an advantage)
- Have ability to develop positive work relationships with staff and clients; and to contribute to a positive team culture.

If this sounds like the opportunity for you, please forward your cover letter and resume via the link below

Office Administration

\$70,000 p.a with an increase to \$80,000 p.a after three months trial plus superannuation, four weeks holidays per year and sick leave.

The successful applicant will have above average computer skills, be very tech savvy and have a bubbly phone manner.

Our company is Newcastle Roofing Professionals based in Cardiff.

Please email your cover letter and resume to:

brendan@keenaz.com.au

Part Time

Part time Office Administration Assistant

📍 Newcastle | Boolaroo

📅 Part-Time/Casual (Approx. 20 hours per week)

Join a team that builds more than homes—we build futures.

At **A to Z Homes**, we don't just construct houses; we bring visions to life. As a trusted residential builder serving Newcastle, the Hunter Valley, and the Central Coast, we are dedicated to quality craftsmanship, personalised service, and creating homes that stand the test of time.

We're looking for a **Administrative Assistant** to join our growing team. This role is ideal for a highly organised, detail-oriented individual eager to gain hands-on experience in the residential construction industry.

What You'll Be Doing:

Based at our **head office and display home**, you will be the first point of contact for potential clients, providing a warm welcome and guiding them through the display home.

When not assisting visitors, you'll be:

- Providing administrative support to ensure smooth daily operations.
- Handling phone calls, emails, and client inquiries professionally.
- Assisting with document preparation, data entry, and record-keeping.
- Scheduling appointments and coordinating meetings.
- Processing invoices, receipts, and payments.
- Maintaining office presentation, including tidiness and stock of supplies.
- Supporting project teams with general office tasks.

What We're Looking For:

- Strong verbal and written communication skills.
- A keen eye for detail and a high level of accuracy.
- Ability to prioritise multiple tasks and meet deadlines.
- Excellent organisational and time management skills.
- A proactive attitude and willingness to learn.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Prior administrative experience is **essential**.

Work Schedule:

- **Monday:** 9:00 AM – 5:00 PM
- **Wednesday:** 12:00 PM – 5:00 PM
- **Thursday:** 9:00 AM – 12:00 PM
- **Saturday:** 10:00 AM – 2:00 PM (Approx. **20 hours per week**, with flexibility for additional hours when required.)

Why Join A to Z Homes?

- Work with a team passionate about quality and innovation.
- Gain hands-on experience in the construction industry.
- Career growth opportunities in a thriving business.
- Supportive and collaborative work environment.

Ready to take the next step in your career? We'd love to hear from you!

📄 **Apply now** by sending your resume and a brief cover letter.

Part Time

Team Member + Managers

***Looking for predominantly Monday-Friday Lunch time availability!**

Grill'd has a simple mission; Make Burgers Good!

We love using fresh, local produce and are proud of our amazing burgers and overall offering. Grill'd is so much more than just nutritious burgers and delicious sides; it's an experience - made up of burgers, great ambiance and of course, brilliant customer service. That's where our people step in.

About Us

Grill'd is so much more than just nutritious burgers; it's an experience – made up of great ambiance and of course, brilliant customer service. We now operate over 100 locally minded restaurants around the country and internationally!

What Makes You Grill'd

Everyone who joins our team has a big appetite for knowledge and continuous learning (ok, and burgers!). We are constantly changing and evolving, and we want you along for the ride! You will possess –

- Passion – Grill'd people are driven and motivated, be one with the restaurant and strive to make burgers mean more!
- Confidence & Communication – You will engage with your team and bring that 'wow' moment to our customers that will see them coming back.
- Can Do/ Team Player Attitude – We are engaging, friendly and collaborative people and this is a big part of our core values.

What It Means To Be On The Grill'd Team

You will become part of a work hard, play hard environment! Each restaurant is a fun, tight-knit team that celebrates wins and supports each other. We have team bases incentives hitting targets and rewards for achievements. Our managers are hands on all the way and put effort into your development and career progression.

Trainee-ships are available for those who wish to make hospitality a career.

What's Next

Shortlisted candidates will be contacted for an interview.

Applicants need to be available for a mixture of shifts during the week and on the weekends.

Apply Now to join the Grill'd family and make burgers mean more!

Part Time

Administration Assistant (Permanent Part-Time or Casual)

About the role

SensoWays is seeking an organized and detail-oriented Administration Assistant to join our team on a permanent part-time or casual basis. This role will be based in Thornton, NSW, and will provide an excellent opportunity to contribute to the smooth running of our growing business. As our Administration Assistant, you will play a key administrative support role and can work flexibly to accommodate your schedule.

What you'll be doing

- Providing general administrative support, including filing, data entry, scheduling appointments, and managing calendars
- Assisting with the coordination of meetings, including preparing agendas and taking minutes
- Handling incoming calls, emails, and correspondence in a professional manner
- Maintaining and updating various databases and records
- Supporting the team with ad-hoc tasks and projects as required

What we're looking for

- Previous experience in an administrative or office support role, preferably within a fast-paced environment
- Excellent communication and interpersonal skills, with the ability to liaise effectively with all levels of the organization
- Strong organizational and time management skills, with the ability to prioritize and multitask
- Proficiency in Microsoft Office suite, particularly Excel, Word and Outlook
- A positive, proactive, and flexible attitude with a keen eye for detail
- Willingness to work flexibly to accommodate the needs of the business

What we offer

At SensoWays, we are committed to creating a supportive and inclusive work environment where our employees can thrive. We offer a range of benefits, including:

- Competitive remuneration
- Flexible work arrangements to support work-life balance
- Ongoing training and development opportunities
- A collaborative and friendly team culture

About us

At SensoWays, we are dedicated to delivering exceptional therapy services in a caring and professional environment. We are a forward-thinking company committed to fostering a positive workplace culture where every team member is valued and supported.

How to Apply

If you're passionate about making a difference and have the skills to excel in this role, we'd love to hear from you!

Click **Apply Now** to submit your resume and a cover letter outlining your suitability for the role.

For further information, please contact- meher@sensoways.com.au

Part Time

Office Administration/Reception

About the role

Macquarie Garage Doors is seeking a motivated and organised Part-Time Office Administrator/ Receptionist to join our growing team in Newcastle, NSW. This role is crucial in providing administrative and customer service support to our busy office, ensuring seamless operations and a positive experience for our clients.

Hours of work must be between 8-4pm on a Monday, Wednesday and Friday Only. No Weekend Work and no work from home options are available.

What you'll be doing

- Handling incoming calls, emails and customer inquiries with professionalism and efficiency
- Providing administrative support, including filing, data entry, and other general office duties
- Assisting with scheduling, meeting coordination, and other administrative tasks as needed
- Maintaining a tidy and organised office environment
- Supporting the wider team with any other duties as required

What we're looking for

- Previous experience in an office administration or receptionist role, preferably in a customer-facing environment
- Strong communication and interpersonal skills, with a friendly and professional telephone manner
- Excellent organisational and time management abilities, with the ability to multitask and prioritise effectively
- Proficient in using Microsoft Office suite (Word, Excel, Outlook)
- Commitment to providing exceptional customer service
- Ability to work collaboratively as part of a team

What we offer

At Macquarie Garage Doors, we value our employees and we are committed to creating a positive and inclusive work environment where everyone can thrive.

About us

Macquarie Garage Doors is a leading provider of high-quality garage door solutions in the Newcastle area. With over 20 years of experience, we pride ourselves on delivering exceptional customer service and installing innovative, reliable products. As a growing company, we are constantly looking for talented individuals to join our team and contribute to our continued success.

If you're ready to take on this exciting opportunity, we encourage you to apply now!

Casual

Casual Real Estate Receptionist

Casual Real Estate Receptionist Wanted – Saturdays + Opportunities for Growth!

We are looking for a friendly, motivated, and professional receptionist to join our real estate team on a **casual basis**. The role involves working Saturday's and is a great chance to gain valuable experience in the real estate industry and grow with us! This key role is the face of our business. Therefore, we require an enthusiastic and customer motivated individual who has a polished presentation.

Key Responsibilities:

- Greet and assist clients, both in person and over the phone
- Handle general administrative duties including managing appointments, emails, and paperwork
- Answering and directing incoming calls for sales and property management

The Candidate:

- Outstanding customer service.
- Excellent communication and interpersonal skills
- Strong organizational skills and the ability to multitask
- A positive, team-focused attitude
- Availability to work Saturdays, with flexibility to cover additional shifts
- Excellent phone manner and written communication skills.
- Immaculate personal presentation with an outgoing and friendly persona.
- A proactive attitude / approach is essential.
- Meticulous attention to detail.

If you are interested in growing your career in a supportive, innovative and customer service focused environment, and believe you have the drive and capability to align with our motivated team and culture, apply now!

Casual

Administration/Receptionist

Waratah Golf Club is situated in Argenton, near the shores of Lake Macquarie, and is well patronised by over 1,100 members as well as guests. The club has a bistro area and bar with a large adjoining deck overlooking the picturesque 18th hole.

The club is seeking a highly motivated, bright, bubbly, and driven receptionist who offers exceptional clerical and customer service skills to our members and guests.

The Role:

The position is on a casual basis, predominantly two days per week during school hours, as well as covering the leave of administration staff. The selected candidate will assume a hybrid role that entails both marketing support and administrative duties, becoming a key component of our operations. Your duties will include:

- Answering and transferring calls, taking messages and handling inquiries in a professional manner
- Ensuring compliance with club entry rules
- Data entry and general administrative duties such as responding to emails, photocopying, and scanning documents
- Processing EFTPOS and cash payments and reconciling daily takings
- Weekly counting and reconciling of poker machines
- Using various software applications such as Xero, Excel, Word, Canva, Outlook, Micropower & MiClub
- Assisting in the development and implementation of marketing strategies
- Contributing to the creation of marketing materials and digital content
- Conducting market research and analysing marketing surveys

Skills:

- Excellent communication skills, both verbal and written
- Strong attention to detail and accuracy
- Outstanding customer service skills with a friendly and approachable demeanour
- Proficiency in Microsoft Office Suite and other relevant software applications
- Excellent organisational and time-management skills
- Ability to multitask and prioritise tasks effectively
- EFTPOS and cash handling experience

Requirements:

- RSA
- RCG (Desirable)

How to Apply:

If you are a budding professional eager to make your mark in the marketing and administrative spheres, we welcome your application. Please submit a cover letter detailing your suitability for the role, accompanied by your current resume, to Jonathan Towns manager@waratahgolfclub.com.au

Casual

ADMIN ASSISTANT

About the role

HAMLEC PTY LTD is seeking a motivated and experienced **Admin Assistant** to join our team in Rutherford, NSW on a casual basis. In this role, you will provide critical administrative support to our dynamic organisation, ensuring the smooth running of day-to-day operations.

What you'll be doing

- Performing a range of general administrative duties including data entry, filing, photocopying, and managing office supplies
- Providing exceptional customer service to clients, suppliers, and internal stakeholders
- Assisting with the coordination of meetings and appointments
- Supporting the wider team with ad-hoc tasks and projects as required
- Maintaining accurate and organized records, reports, and documentation

What we're looking for

- Previous experience in an administrative or office support role
- Strong organizational and time management skills with the ability to priorities tasks effectively
- Excellent communication and interpersonal skills with a friendly and professional manner
- Competent in using Microsoft Office suite, including Word, Excel, and Outlook
- Adaptable and flexible with a positive attitude and willingness to learn

Desirable

- Experience with Xero
- Experience with Tradify or similar CRM
- Trade industry experience

What we offer

At HAMLEC PTY LTD, we are committed to providing our employees with a supportive and rewarding work environment. In this role, you can expect:

- Competitive casual pay rates
- Opportunities for career development and growth, potentially full time.
- Friendly and collaborative team culture
- Flexible work arrangements to support work-life balance

If you're excited by this opportunity and feel you have the skills and experience to excel in this role, we encourage you to apply now.