

<https://www.facebook.com/pages/Illawarra-Sports-High-School-Careers/245007805575836>

<http://www.ishcareers.com/>

Year 12 students applying to go to University – Your NEW 2017 UAC Guides have arrived and are available NOW to be picked up from the Careers Office. You will need a new UAC guide to help you with your application to go to university. Remember to book your Careers interview with Mr King.

UOW Alternative Entry Programs

UOW offers alternative and supplementary entry programs for students who may have suffered disadvantage during their senior school years, or who may need additional study to prepare them for their university degree.

STEP to UOW

The [Special Tertiary Entrance Program \(STEP\)](#) to UOW is a university preparation program for students who have experienced a disadvantage during their secondary school education.

Educational Access Scheme

You may be eligible for additional points for your UOW preferences if:

- you have experienced long-term (a least nine months) disadvantage in your preparation for uni, and
- your educational performance has been seriously affected by circumstances beyond your control, and
- you are in Year 12, and
- you are a permanent resident of Australia.

For application forms See Mr King in Careers

<http://www.uow.edu.au/future/school/UOW055641>

Early Offers through SRS (for Institutions other than UOW)

Yr 12 Students considering applying for entry into other universities other than UOW, you may want to apply to secure an 'Early Offer' through the Schools Recommendation Scheme (SRS). SRS is a scheme which many institutions use to make early offers to Yr 12 students through UAC using other criteria in addition to the ATAR. You can only submit one application. There is no separate charge to apply for SRS. **SRS applications for 2017 admissions will open on Wednesday 3 August and close on Friday 30 September 2016.** <http://www.uac.edu.au/srs/how-to-apply.shtml>

Educational Access Schemes

Yr 12 Students who have experienced long term educational disadvantage as a result of circumstances beyond their control or choosing including disrupted schooling, financial hardship, home environment and responsibilities, English language difficulty, personal illness / disability, refugee status and school environment can apply for consideration under the Educational Access Schemes (EAS) administered through UAC. **EAS applications for 2016–17 open on Wed 3 Aug 2016.**

Work Experience Opportunities available with Wollongong City Council.

A wide range of opportunities are available to do work experience with Council. All registrations / applications MUST come through the ISHS Careers Office. If interested please see Mr King in Careers urgently.

Year 12 UOW Early Admission Applications Opening 1 August

Apply for UOW Early Admission to earn your place early. If you're successful UOW will reward your hard work with a place before you even sit your first exam..

With less than two weeks until applications open, be prepared and review the application processes and criteria, and [get a head start on your application](#).

Applications open 1 August and close 5pm Friday 26 August.

Remember to register for Open Day and attend an Early Admission information sessions.

Students can apply for Early Admission at <http://www.uow.edu.au/future/early-admission/index.html>

EARLY ADMISSION

Careers in the Arts

Students interested in a Career in the Arts:- A series of Workshops to help build a Career in the arts July 27 Wed 4.00 to 6.00 and Aug 17th Wed 4.00 to 6.00pm Wollongong Art Gallery Cnr Kembla and Burelli Sts Wollongong. Ph 42277111 for more info.

Open Day Reminders

University of Sydney - 27th August 2016, 9am to 4pm

UNSW - 3rd September 2016

Macquarie University - 20th August 2016, 10am to 3pm

Western Sydney University - 28th August 2016, 10am to 2pm, Parramatta South Campus

University of Newcastle- 20th August 2016, 10am to 4pm

University of Wollongong - 13th August 2016

UTS - 27th August 2016, 9am to 4pm

ANU - 27th August 2016, 9am to 4pm

University of Canberra - 27th August 2016

UNSW Women in Engineering Camp

Applications open 1st July and Close 25th September 2016

The camp is for girls in years 10 or 11, who are interested in a career in engineering. The camp will be held the 9th to the 13th of January 2017. FAQs and how to apply can be found on the website.

<https://www.engineering.unsw.edu.au/about-us/initiatives/women-in-engineering/outreach/women-in-engineering-camp>

AFTRS (Australian Film Television Radio School) Open Day

10th September 2016, 10am to 3pm

Open day will allow prospective students to explore the campus and find out more information about the courses offered in 2017, information about merit selection and more.

<https://www.aftrs.edu.au/events/aftrs-open-days>

Le Cordon Bleu Open Day

1st September 2016, 2pm to 5pm,

Open day includes a campus tour, career booths, information about scholarships, tasting and culinary demonstrations. To register for the event or find out more follow the link below.

<http://www.cordonbleu.edu/news/australia-opendays-2016/en>

NIDA (National Institute of Dramatic Arts) 2017 Applications Open

Applications for NIDA's undergraduate courses are open from the 1st of July until the 30th of September 2016. Specialisations are in Acting, Costume, Design for Performance, Properties and Objects, Staging, and Technical Theatre. To obtain more information about the application process refer to NIDA's website.

<https://apply.nida.edu.au/>

AIE (Academy of Interactive Entertainment) Open Day

14th August 2016, 10am to 3pm

The day is for prospective students interested in studying at AIE in 2017. It will include information on courses and career pathways, 3D animation, game design and production and workshops.

<http://www.aie.edu.au/openday>

SAE SYDNEY OPEN DAY | AUGUST 6 2016 SAE SYDNEY OPEN DAY | AUGUST 6 2016 | 11:00AM -

3:00PM | Level 1, 11-17 York Street, Sydney We're opening the doors to our, state-of-the-art Sydney campus. If you're considering studying creative media, now is the time to speak to our experienced team. During the day you can expect, Q&A sessions, student showcases, games, prizes and a lot of fun. Register here: <https://goo.gl/O2TdVa>

The Hotel School Sydney Open Day 2016 The Hotel School Sydney opens its doors to students, families and friends for their annual OPEN DAY on Saturday, 10 September 2016. OPEN DAY 2016 will bring lecturers, current and graduated students together to discuss the degree with potential and interested students and parents along with answering questions associated with studying at THSS. Visit hotelschool@scu.edu.au to register.

Building and Construction Industry Careers Information Event

Even though this event is in Sydney – Master Builders Group Training Company find many positions for apprentices in the Illawarra.

Date: Wednesday 27 July 2016

Time: 7pm

Where: MBA Education Centre
5 Burbank Place
Baulkham Hills NSW 2155

This event will give you information about Careers in the Building and Construction Industry

We will be discussing the MBA Pre Apprenticeship Program, Apprenticeship Opportunities, Traineeships, Pathways to University and Construction Careers.

This event is designed to give you some basic knowledge around the avenues available to young people entering the Building and Construction Industry. <http://www.masterbuilders.com.au/careers/apprenticeships>

To register your attendance, **please call 02 85865 3533**

Careers in Maths

The American Mathematical Society website has a lot of information for young mathematicians. In particular the section "See where math is used" is very good for career planning.

<http://www.ams.org/programs/students/students/>

University of Notre Dame Early Offer closing on 29 July

Notre Dame's Young Achievers Early Offer Program is closing on Friday 29 July 2016. Students who are successful in gaining an Early Offer place receive a **firm** offer before they sit their final Year 12 exams.

If you have students who are yet to apply, please encourage them to complete their application and have it submitted by **4pm on Friday 29 July**.

Applicants are able to apply in one of four categories:

- Commitment to community and/or church;
- Commitment to and excellence in cultural pursuits;
- Commitment to and excellence in sporting achievements; or
- Academic excellence

The application form and further information can be obtained from www.nd.edu.au/earlyoffer

Teaching Careers:- For more information on scholarship, internship and cadetship opportunities, check out the teach.NSW website. <https://www.teach.nsw.edu.au/>

Camp America Applications Open for Summer 2017

Info session 1st Aug 2016 Time : 9:30 am

Venue : Camp America - 10-14 Oxford Square. (Next to 50 Oxford St - Pearson Florist). Darlinghurst, NSW 2010

Applications for Summer 2017 Open NOW!!!

Travel. Work. Play. In the USA. A gap year with Camp America is sure to be the experience of a lifetime. Join the 7,000 from around the world that head to America every year with Camp America. Participants are immersed in the culturally unique Summer Camp tradition and become instructors, role models and facilitators for campers aged 8 to 16. With staff being employed from all over the world you are sure to leave with friends from all corners of the globe. Pocket money, insurance, accommodation, food, 24/7 support, and more are all included in the program. All you have to do is decide where you want to travel after camp. New York City? The Grand Canyon? Los Angeles? Camp America – sending Australians to America since 1972. Phone 1300 889 067 or visit <http://campamerica.com.au/>

Contact : Camp America : info@campamerica.com.au

Students interested in applying to go to UTS (University of Technology Sydney)

Year 12 students from ISHS can receive 10 concessional points towards their UTS degree of choice if they obtain an ATAR of 69 or above and list UTS as one of their UAC preferences. You can also increase your chances of entry by applying for the UAC Schools Recommendation Scheme (SRS) - please see Mr King in Careers for more information. Additional information and eligibility requirements can be found: - www.10points.uts.edu.au and www.srs.uts.edu.au

University of Sydney: Early Entry Year 12 - Now Open

The University of Sydney's Early Entry Year 12 (E12) Scheme has expanded this year, now offering 69 courses, up from 39 last year. The number of principal supported applications per school has also increased from 20 to 30. Applications open 20 July and close 2 September. For more information, including a timeline and hints and tips guide go to www.sydney.edu.au/e12

Australian Defence Force Academy (ADFA)

A really exciting opportunity for your Year 11 and 12 students who are considering attending The Australian Defence Force Academy (ADFA) and interested in a career in the Australian Defence Force.

On Saturday 27th August, ADFA is hosting its annual Open Day, providing the opportunity to learn everything you need to know about life at Australia's finest military and academic training institution. Defence Force Recruiting Wollongong are inviting students to join in attending the Open Day departing from the Wollongong Recruiting Centre.

The Wollongong Defence Force Recruiting Centre will arrange bus transportation to and from ADFA at **no cost** to students. You will enjoy the bus ride to Canberra and back with Defence Force Recruiting staff and current serving Military members. The staff will be on hand to answer any questions and give a further insight into life in the Australian Defence Force. The bus will leave our centre at approximately 8am and return by 5:00pm.

[Click here](#) to see the events program for the open day. There are some fantastic activities and information sessions planned across the whole day.

Any interested student MUST see Mr King in Careers by Wednesday 10th August 2016.

The 2017 applications for Rural Scholarships are now open

The RAS Foundation is looking for students of any age across a diverse range of tertiary or vocation, education and training studies who require financial support. Recipients will share a common drive to support their community and will be passionate about playing a part in shaping the future of rural and regional NSW.

Scholarships of \$5,000 for full-time or \$2,500 for part-time study are available, along with opportunities to build professional networks through participation in a range of events. <http://www.rasnsw.com.au/foundation/>

Apply today

UOW Open Day - Find your *why* on Saturday 13 August

Registration is now open for Open Day. With only three weeks until this great on-campus event - it's time to check out the info sessions, and register to attend.

On the day you will hear about UOW degrees, Early Admission, Accommodation Guarantee for your 1st year at UOW and much more.

They'll also be running tours of Wollongong, the UOW campus and their accommodation all day. [Head to our planner now](#) and add these activities to your UOW Open Day schedule.

http://www.uow.edu.au/openday/index.html?mkt_tok=eyJpLjoiWkRnell6ZGpOaIF5TXpZMCIsInQiOiJ1d2ZyMmpMOWg3aHh3cGlpUkIYOFwvbitPdzdRVDRWNXQ0RndVVjJCdlFwNWNXM2JHcm9RNEVEeWJNTkR3dmtkRG52MkxoTVV2MjRnSVhjeFdTU1IibHNrV1wvVGd1U0FSb1RFaGRleFp4R29rPSJ9

Every attempt is made to ensure that all material in the Illawarra Sports High School Careers newsletters on the ishcareers website <http://www.ishcareers.com/> and Illawarra Sports High School Careers Facebook <https://www.facebook.com/pages/Illawarra-Sports-High-School-Careers/245007805575836> is accurate but it is strongly recommend that users make every effort to check the information and exercise their own skill and care with respect to the use of the information. The listing of an organisation in Illawarra Sports High School newsletters or on any part of our website in no way implies any form of endorsement by us of the products or services provided by that person or organisation. Links to other web sites are inserted for convenience and do not constitute endorsement of material at those sites, or any associated organisation, product or service. If you are in doubt about the relevance, bona fide or integrity of an organisation listed on the Illawarra Sports High School Carers newsletters and electronic platforms please see Simon King the Careers Adviser.

JOBS

JOBS

JOBS

JOBS

JOBS

Apprenticeships for 2017

If you are leaving school at the end of 2016 and are hoping to find an apprenticeship or traineeship then you should consider starting your search NOW! Many apprenticeships will be advertised in the next few months and if you are not checking organisations websites, job search websites, and the press, then you may miss out.

Full Time Traineeships soon to be available with Wollongong City Council

Attention students who are looking for full time work as a labourer in civil works and parks. Wollongong Council will be recruiting 21 new Traineeship labouring positions this year. Successful candidates will be offered the opportunity to work with council for 1 year and undertake a Certificate II in Local Govt. while you are working. It is possible that this may lead to ongoing work opportunities with council. See Mr King in Careers Urgently – applications close 25th July.

Wollongong City Council Kick Start Your Career! LABOURER [CIVIL AND PARKS] TRAINEESHIPS

| 21 Positions Salary starting at \$381 up to \$654 per week plus superannuation (Depending on age and school level completed) Are you looking for a challenge? Do you enjoy working in a team? Have a keen interest in working outdoors? Here at Wollongong City Council we have the perfect career opportunity for you! Working with our City Works + Services division, this is a unique opportunity to gain skills and experience in both our parks and civil work teams. We will teach you to use a range of tools, plant and equipment. If you have a positive attitude, are keen to learn and enjoy manual labour this may be the start of an awesome career for you! This is a 1 year traineeship undertaking a Certificate II in Local Government [Operational Works]. Apply online now! Read the information below and ensure that you also address the selection criteria below.

Essential Selection Criteria 1 This job will involve working in an outdoor environment including parks/gardens (helping look after our gardens and open spaces across the city) and civil works (building footpaths or kerb and guttering). Tell us why this kind of work interests you.

2 We're looking for positive people with an awesome attitude who are willing to learn and develop a career path with Wollongong City Council. Tell us why you think you're this person.

3 Working outdoors in a crew using plant and equipment requires people who are reliable and good team players. What examples do you have from your school/hobbies/work life that demonstrates your reliability and ability to work in a team?

4 Safety is our number one priority here at Wollongong City Council. What do you know about safety? Tell us the sorts of things you would need to do to stay safe in this role.

5 Possess a Provisional 1 or above driver's licence or able to obtain one within 3 months of commencing position.

Further Questions? Please contact Bianca Van Essen on 4227 7071 or bvanessen@wollongong.nsw.gov.au
Applications close 5pm on Monday 25th July 2016.

Important things to note: ♣ Applications which do not address all the essential selection criteria will not be considered. ♣ Employment will be for the duration of the Traineeship only. ♣ Salary is set by the Local Government (State) Award 2014. ♣ Council is subject to a proposal for amalgamation, and an amalgamation may affect the industrial instruments applicable to this position at the time it is offered. ♣

Wollongong City Council is committed to the principles of employment equity and diversity and encourages applications from people of all ages and backgrounds.

How to Apply

Step 1: Understand the traineeship that you are applying for and read the job description and essential selection criteria. The job description will help you understand the responsibilities and tasks required in the role. The selection criterion describes the personal qualities, skills, abilities, knowledge and licence requirements a person needs to perform the role effectively. It is essential to respond to each selection criteria, writing at least one to two paragraphs explaining how you have demonstrated the particular skill or quality. Provide relevant examples from your work, study, sport or community roles. Be clear and to the point. Make sure you proof read your responses for grammar, spelling and punctuation.

Step 2: Collate the following information: ♣ Current resume with all relevant contact details ♣ Document carefully how you meet each of the essential selection criteria ♣ Any supporting documents that you would like the panel to consider Step 3: Go to www.wollongong.nsw.gov.au/council/jobs/Pages/ select 'Vacancies' then 'Labourer Traineeship'.

Schindler Group Electrical Apprenticeships

Schindler is currently seeking apprentices for their 2017 program, interested applicants can find further information on the website or contact Danielle Keogh, HR Coordinator on 02 9931 9900 or email, <http://www.schindler.com/com/internet/en/home.html> aus.hr@schindler.com

Indigenous School-Based Traineeships Traineeships with Qantas

Qantas, in partnership with Maxima are seeking applications from current Year 10 indigenous students who are interested in a 2 year school-based traineeship in Warehousing, Administration/Business or Customer Service. The school-based traineeship combines paid work with formal study while allowing you to complete Year 12 studies. Trainees will:

- Work one day a week at a Qantas location during school term and one week full-time per school holidays
- Receive support from Qantas employees and Indigenous Program mentors
- Gain an advantage with career opportunities at Qantas and other employers

If successful, you will be working as part of a team to meet the daily needs of Qantas customers. This may include greeting and welcoming passengers, check-ins, assisting with arrivals, transfers and flight management. Applicants must:

- Submit a copy of their latest school report
- Be available to attend an information session at 10 Bourke Rd, Mascot on July 29th 1-3pm - Current year 10 Indigenous students are invited to attend with parents/teachers. - The day will provide an overview of the program and opportunities available. Students must be interested in studying Warehousing, Administration/ Business or Customer Service while completing a two year traineeship at Qantas. Indigenous School-Based Traineeships Traineeships with Qantas Sydney based Achieve a National Certificate Level Qualification Be paid while learning new skills Qantas is committed to providing career pathways for Indigenous Australians. The 2017 Qantas School-Based Traineeship Program is now boarding! www.maxima.com.au CLICK HERE TO REGISTER FOR THIS EVENT <https://www.eventbrite.com.au/e/qantas-indigenous-school-based-traineeship-information-session-tickets-25529598717>

Crew Member HUNGRY JACKS- Fairy Meadow 2016

Location: Fairymeadow <http://jedi.worldmanager.com/careers/position.php?id=3856&source=external&back=index&source=Indeed>

Posted on: 18 July 2016

- Variety of shifts available (Fulltime, part time or casual)
- Global Brand
- Staff Discount

About Hungry Jack's

Hungry Jack's® is a franchise of the international Burger King Corporation. With over 390 stores in Australia and more than 17,000 employees we are an iconic Australian brand, delivering quality products within the Quick Service Restaurant industry.

About the role

Working closely with the shift manager and as part of the crew team this role plays an integral part in the day to day running of the restaurant. At the forefront of the customer experience, this role involves all facets of restaurant operations including front counter, drive thru & burger room.

Duties

- Provide high levels of customer service
- Prepare & cook food
- Adhere to safety & hygiene standards
- Clean equipment, fittings & restaurant areas
- Handling money & balancing
- Work as a team unit to maintain customer flow

Skills & experience

- Be courteous & customer focused
- Ability to work quickly with a sense of urgency
- Ability to work as part of a team
- Ability to follow procedures

Benefits

- Flexible shifts
- Staff discounts
- Uniforms provided
- Opportunity to complete nationally accredited qualifications in Retail
- Succession & development planning

How to apply

If this sounds like the exciting opportunity you have been looking for then apply now!

<http://jedi.worldmanager.com/careers/apply.php?id=3856&back=info>

Hungry Jack's is an Equal Opportunity Employer This position is available at: **Fairymeadow**

Barista's Wanted

112-114 Corrimal Street, Wollongong, NSW

Barista's wanted for fast paced health food cafe.

Please email your resume to mic*****@*****com [+ click to reveal](#)

http://www.gumtree.com.au/s-ad/wollongong/baristas/barista-s-wanted/1118713373?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Casual Retail Team Member BCF Warrawong

Brand: BCF

Job no: 838699

Work type: Casual

Location: NSW - Wollongong, Illawarra & South Coast

Categories: Retail

Advertised: 14/7/2016

Applications Close:

29/7/2016

APPLY NOW

Fantastic opportunities in a flexible and fun work environment.

- Share your passion for Boating, Camping and Fishing with our customers and team
- Work with the brands and products you love
- Enjoy flexible working hours
- Earn great rewards and enjoy market-leading discounts

Land a great career with Australia's greatest Boating, Camping and Fishing brand

We're currently seeking energetic and outgoing team players to join our supportive and talented team. As a BCF team member you'll play an important role in delivering great experiences for our customers who are as passionate about Boating, Camping and Fishing as you are.

About the role:

Our team members share our team spirit and our success, thanks to their outstanding efforts in:

- **Customer service** - offering solutions and in-store experiences that inspire our customers to live their passion
- **Merchandising** - boosting store sales through refill and store presentation
- **Teamwork** - work with the team to achieve stores goals and objectives together
- **Product knowledge** - providing expert advice on our great range of brands and products

About you:

As a key player in our high-performing team you'll demonstrate initiative, thrive in a fast paced environment, deliver great communication and customer service, and have sound PC, literacy and numeracy skills. Previous experience within a specialist retail environment is desirable but not essential.

About us:

With more than 640 stores, Super Retail Group is one of Australasia's largest and most successful retail

organisations. Our supportive team culture, extensive professional development opportunities, and team benefits such as discounts across all our brands are just some of the reasons our 12,000 team members tell us Super Retail Group is a great place to work.

For more information or to apply, visit www.shareourpassion.com

Closing date subject to change

#LI-DNP

APPLY NOW

Applications Close: 29/7/2016

<http://careers.pageuppeople.com/437/caw/en/job/838699/casual-retail-team-member-bcf-warrawong?source=IND>

Federal Government Traineeship

First Grade has partnered with the ATO to select participants for the ATO's Evergreen Program in 2017 across multiple locations in Queensland, NSW and Victoria.

The Evergreen program is **open solely to Aboriginal and Torres Strait Islander Peoples** and is an entry level program into the Australian Public Service. The program will see you gain experience, via two 9 month rotations in the following roles:

- Client Engagement Officer
- Administration Officer
- Client Experience Officer

Initially on a salary in excess of \$50k, you will have an opportunity to move into a permanent APS level 3 position upon completion of the program and begin your new career path.

If you enjoy a challenge, are a strong communicator, willing to work as part of a team and have strong computer skills this exciting opportunity is for you.

Information sessions for this program will be conducted from the 27th of July in various locations. For more information on the program or to find out when and where a session will be held in your area please visit the First Grade website or contact Nigel on 07 3172 2250 or nigel.soden@firstgrade.com.au

Apply Now

<https://apply.jobadder.com/indeed/au1/2890/2431426/l2xtbdvdd6devpxjwidkholmpi>

**factorie - Casual Team Member - SHELLHARBOUR
FAC003CS**



Bursting into the scene in 2007 and growing internationally to over 200 stores across Australia, New Zealand, South Africa, Singapore, Malaysia and Phillipines, factorie is far from slowing down! factorie is as much a statement about youth as it is a lifestyle destination for casual, on-trend guys and girls fashion.

factorie is everything you'd expect from a brand that loves carefree lifestyle of friends, fashion, social updates and more – taking inspiration from the streets, to the beach and everything in between.

Our teams work in a fun, fast pace and energetic environment where they love helping their customers to get the latest trend and drive to excel in the retail industry.

Join our team and be a part of the factorie family!

In return for your hard work and dedication you will be entitled to fantastic benefits including but not limited to:

- Exceptional product discounts
- A fun and fresh working environment
- Opportunities for advancement
- The chance to be part of a culture based on great working relationships

If you have got what it takes to be a sales superstar, we would love to hear from you . . . simply hit the apply now button below!

Right to work in Australia:

It is a condition of this offer of employment and your ongoing employment with the Company that you have the right to work in Australia. If you are not an Australian citizen you agree to produce proof of having a valid work visa to work in Australia and consent to the Company conducting a check with the relevant government department before you commence employment with the Company.

*NB: All short listed applicants will be contacted.

www.factorie.com

Help us fight the cause – check out our own Planet factorie Foundation

facebook.com/factorie

#factoriecareers #factoriejobs

@factorie_au

Primary Location

AUS-NSW-Illawarra

Schedule

Casual

Employee Status

Permanent
Application closing date
13/08/2016

<https://cog.taleo.net/careersection/101f/jobdetail.ftl?job=373003>

Demolition Labourer - Shellharbour (2006580)

On Line Recruitment - Shellharbour NSW

On Line Recruitment specialises in providing businesses with immediate access to skilled staff. Catering for all industries including administration, construction, manufacturing, transport logistics and hospitality.

We are currently seeking Demolition Labourers for an immediate start in Shellharbour.

This is a casual assignment and you must have a current construction white card.

If this role sounds like the right role for you please hit the "Apply" button below and follow prompts or contact our office on 02 4421 2700.

Please note all applications will be treated as private and confidential and only shortlisted candidates will be notified. <http://au.indeed.com/cmp/On-Line-Recruitment/jobs/Demolition-Labourer-f4901ceed182889a>

Job Location:

- Shellharbour NSW

5 days ago - [save job](#)

» **Apply Now**

Admin Junior

An exciting opportunity has presented itself to join one of Australia's fastest growing privately owned Shower Screen and Wardrobe manufacturing Companies.

Some of our brands include: Sydney Shower Screens & Wardrobes, North Coast shower screens & Wardrobes, ACT Shower screens & Wardrobes and Trademark Kitchens and Designs.

The Kolder Group has been successfully servicing the Sydney Metropolitan area, Central Coast and Newcastle regions for over 20 years and most recently Illawarra Region.

A unique opportunity has arisen for an energetic Junior Administration Assistant to work efficiently with our customer base and clientele. This role is critical to our continued success so it is important that we find the right candidate.

Located in Coniston, Kolder South Coast seeks to employ the services of a full time Junior Administration Assistant. You will be accountable for:

- Reception duties including answering, directing and retrieving incoming calls and emails
- Meeting and greeting Clientele and visitors
- Showroom sales
- Scanning / posting customer invoices and statements
- Data entry
- Other ad-hoc administration duties

The ideal candidate will possess some or all of the following skills:

- Entry level experience working in an office environment;
- Professional telephone manner;
- Excellent written and verbal communication skills;
- Be extremely well organized;
- Accounts receivable exposure
- Have a "Customer as VIP" focus;
- Have computer literacy skills.
- Have an inquiring mind with an eagerness to learn about our products and operations;
- Have a strong team work ethic;
- Have a car and a driver's licence to travel to and from our workplace.

The successful candidate will be offered a remuneration package commensurate with qualifications and experience. Full training will be provided on the job. Immediate start.

Please email your updated Resume, along with a covering letter to VickyL@kolder.com.au

[Apply for this job](#)

http://www.seek.com.au/job/31387395?pos=232&ref=beta&tier=no_tier&type=standout&userqueryid=7d66ea64a890dac681cf24df5d3ae2e3-7134194&whereid=5038

Hospitality Cert 3 Traineeship - Full Time

Traineeship Certificate 3 Hospitality

Full time - 38 hours - Sunday to Thursday

Looking to get into hospitality?

Want to learn all aspects of working in a café?

Want a full time job?

Are you a hard working team player?

If this is you, please apply!

We are a small business in Albion Park looking to add someone to our team.

You will learn everything from how to make an amazing coffee, to sandwiches and cooking while earning your Certificate 3 in Hospitality.

All training is provided while working.

http://www.seek.com.au/job/31438176?pos=21&ref=beta&tier=no_tier&type=standard&userqueryid=19acb9516e4d180d8561d270c7805242-6964872&whereid=5038

Café Four

shop@cafefour.com.au

[Apply for this job](#)

Sales Consultant - Telstra Store Dapto

- Progress your career & Dare to be different!
- Excellent Reward & Recognition - You get what you work for!
- Full-time Opportunity - Are you our next future leader?



About Vita Group

Vita Group partners with Telstra in the communications, IT products and services sectors. Our vision is to make Vita Group a great place to be - for team members, customers, partners and investors alike.

The Responsibilities

- Offer individual telecommunications solutions to our diverse customer base
- Delivery of exceptional customer service
- Achievement of daily, weekly and monthly key performance indicators
- Provide a full customer solution and exceed their expectations
- Create energy and excitement at work with both your team and customers

Through our Retail Academy, Vita's goal is to provide training and support to turn salespeople into top performers. We want you to be inspired to grow and develop your career.

You Get What You Work For

- Uncapped Commissions – with clear and realistic targets!
- Local team activities including team dinners and team building
- Our Shining Star program thanks team members for living the Vita values.
- Club Success - where our highest achievers go overseas, 2016 is New York!
- Birthday Day Off, Education Allowance, and Paid Parental Leave

For more information view our careers page at <http://www.vitagroup.com.au/content/careers> to learn further about our business and dynamic culture.

Don't delay – APPLY TODAY and take the first step towards a better way of life.

http://www.seek.com.au/job/31438377?pos=45&ref=beta&tier=no_tier&type=standout&userqueryid=19acb9516e4d180d8561d270c7805242-7065998&whereid=5038

Administration Traineeship

Are you an enthusiastic, professional, confident person who has been looking for an opportunity to launch your career in Administration? If so then this could be the right opportunity you have been looking for.

BSP Chartered Accountants are a well-established Chartered Accounting practice located in Ulladulla, NSW. We now have an opening for a full time Administration trainee to join our friendly team.

As this is a traineeship the position is initially for a 1 year period, whilst at the same time you will work towards gaining your Certificate in Business and or Administration.

Our aim is that this is just the beginning of your career with our company. Equally we are not concerned if this is a stepping stone towards your future goals as we are passionate about seeing all our team grow and develop in their career. If you show the desire to grow and keep learning then we are keen to support you achieve your full potential within this exciting and ever changing industry.

The senior team members here are great mentors, with a wide range of experience in various aspects of accounting and business and are happy to share their knowledge and experience with others.

This is a very busy and highly regarded Chartered Accounting firm with a great mix of both Small to Medium Business and Self-Managed Superannuation clients. This means you will get the opportunity to learn about a wide range of different aspects about Business and Administration.

You will be just the person we are looking if you have a can do attitude, have a great eye for detail and want to start your career in administration. Ideally you will possess the following attributes:

- great communication and interpersonal skills
- well organised and able to manage many competing priorities
- excellent attention to detail (is a must)
- have initiative and a good work ethic
- an ability to pick things up quickly
- a good listener
- have a professional phone manner
- very adept at learning new software and utilizing new technology
- well-presented

Reporting to the Practice Manager, typically your initial duties will include:

- Reception – Meet and greet clients, answering phones, mail, tidying office
- Data entry and some basic bookkeeping
- Filing both electronic and paper
- Assist with generating daily and weekly reports
- Purchasing of equipment and supplies

Excellent computer skills are essential including some knowledge and experience with the use of the Microsoft Office Suite.

Whilst it is not essential, it would be an advantage if you have your drivers' licence and own transport.

This job will leave no time for you to be bored so if you want to work in a dynamic workplace where you are encouraged to grow and realise your potential then **APPLY NOW**.

Please include a cover letter along with your resume in your application detailing why you see this as a career path you wish to undertake. Along with this we want to hear about any relevant experience, knowledge of the industry and/ or interest you have in this industry.

If you require further information please call Phil Tanner on 0430 770 577.

Due to training eligibility requirements, applicants for this position must be either an Australian Citizen or Permanent Resident. You will also need to qualify for a traineeship so if you have already completed a higher qualification than Cert IV then you will not be eligible.

[Apply for this job](#)

http://www.seek.com.au/job/31435834?pos=71&ref=beta&tier=no_tier&type=standout&userqueryid=19acb9516e4d180d8561d270c7805242-7165259&whereid=5038