#### **CAREERS Newsletter Week 6 Term 3 – 2016**

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

http://www.ishcareers.com/

#### The University of New England Early Entry Program

UNE's Early Entry program allows year 12 students to gain a place at UNE before ATARs are released. Selection for the program is based on an applicant's ability to work and learn independently, as well as their overall potential for academic success.

http://www.une.edu.au/study/study-on-campus/get-early-entry/about

#### Western Sydney University, Schools Recommendation Scheme 2017

Applications close 30<sup>th</sup> September 2016

The Schools Recommendation Scheme allows consideration of year 11 results, achievements and ratings to be taken into account, as well as ATAR, when applying for courses. A list of the courses available at WSU on this scheme can be found on the link below, as well as details of how to apply.

http://www.westernsydney.edu.au/currentstudents/current\_students/applying\_to\_study/undergraduate\_study/sch\_oolsrecommendationscheme

#### **Southern Cross Univ STAR Entry Scheme**

Enables Year 12 students to gain early admission to SCU on the basis of their school principal's recommendation. Applications close: 4pm, 7 September.

http://scu.edu.au/futurestudents/index.php/29/

#### **Pre-Apprenticeships Course Finder**

The pre-apprenticeships course finder helps you to search for courses which can teach you skills that can lead to an apprenticeship or traineeship. You can search by where you live, the industry you are interested in and whether the course offers work experience. While there are few courses listed currently, more should come up as the year draws to a close.

http://www.aapathways.com.au/Search/Preapprenticeships/Course-Finder.aspx

#### What it's really like to do an apprenticeship

Find out exactly what is involved from real people who've recently completed apprenticeships. From cabinet making to business administration, we have close to 50 videos featuring Australian apprenticeship ambassadors on our YouTube channel.

https://www.youtube.com/playlist?list=PL7B\_uQpPnlti\_Xmugg-8kMLaoX5Z\_4tqb\_https://wacareercentre.wordpress.com/

#### **Information for Aspiring Teachers**

#### **Literacy and Numeracy Test for Initial Teacher Education Students**

New literacy and numeracy tests have been introduced for students who wish to study teaching at university. The Australian Government has introduced a Literacy and Numeracy Test for Initial Teacher Education Students (LANTITE), effective from 2016. Education Ministers across Australia have agreed that, from 1 July, 2016, Initial Teacher Education students across Australia will need to pass a national literacy and numeracy test (LANTITE) prior to completing their course. The required benchmark in LANTITE must be met for students in NSW to be eligible for accreditation as a teacher.

 From 1 July, 2016 students completing a NSW initial teacher education course will need to have successfully met the benchmark of an approved literacy and numeracy test (LANTITE) to be eligible for Provisional Accreditation in that state. For further information please visit the Australian Council for Educational Research (ACER)

website. https://teacheredtest.acer.edu.au/.

#### The Agricultural Skills & Technology Experience

TASTE is a program for year 10, 11 and 12 students held at Emerald Agricultural College and Longreach Pastoral College in Queensland during the school holidays. The four day program is designed to help young people explore the many career options available in rural industry.

25 – 29 Sep @ Emerald Ag College & Longreach Pastoral College.

School Leavers TASTE: 20 – 25 Nov @ Emerald Ag College.

Cost is \$495 but sponsorships are available.

http://www.qatc.edu.au/Learn%20with%20us/Pages/TASTE.aspx

#### Australian Film Television Radio School: Bach Arts Screen Production Applications Now Open

Applications for 2017 close 30<sup>th</sup> November 2016.

Information about the process and application forms can be accessed from the website. There is also the option to find out more about the course at Open Day (10 September). Questions can be directed to <a href="mailto:studentinfo@aftrs.edu.au">studentinfo@aftrs.edu.au</a> or 1300 131 461.

https://www.aftrs.edu.au/degrees/new-bachelor-of-arts?

#### **JMC High School Workshops**

Modelling and Animation – 23<sup>rd</sup> September, 10am
Games Workshop – 23<sup>rd</sup> September, 10am
Songwriting – 23<sup>rd</sup> September, 10am
Film and Television – 23<sup>rd</sup> September, 10
Introduction to Digital Design – 23<sup>rd</sup> September, 10am
Entertainment Business Management and Music – 23<sup>rd</sup> September, 10am
Audio Engineering – 23<sup>rd</sup> September, 10am
http://www.jmcacademy.edu.au/sydney-high-school-workshops

#### **JMC Information Session**

Career opportunities in Animation, Film and TV, Music, Songwriting, Game Design, Entertainment Management, Audio Engineering and Digital Design.

Thursday 29th September 2016, 6:00pm @ 561 Harris Street, Ultimo NSW 2007.

http://www.jmcacademy.edu.au/events/information-sessions/jmc-academy-information-sessions

#### **Nursing and Allied Health Scholarship and Support Scheme**

This scholarship provides assistance to nursing and midwifery students studying at an Australian university or registered training organization.

Contact: 1800 117 262 or scholarships@acn.edu.au

http://www.acn.edu.au/nahsss

#### **EA Ski & Snowboard Training**

Now recruiting for instructor internship positions starting in November 2016 and 2017 including positions at our newest resort in Japan - Rusutsu.

http://courses.easkiandsnowboard.com/skiing-instructor-courses/

#### US college sports scholarships

Thursday 1 September, 3pm to 5:30pm, Meriden School, 10 - 12 Redmyre Road, Strathfield

There will be representatives from pumprous US Colleges to discuss sports scholarships. This of

There will be representatives from numerous US Colleges to discuss sports scholarships. This event is for sports coaches and high school career advisors.

http://news.bostes.nsw.edu.au/blog/2016/8/15/us-college-sports-scholarships-session-for-careers-advisers-and-sports-coaches

#### Teach.NSW Online Q and A

29<sup>th</sup> August, 4pm to 6pm

This Q and A is for high school students, interested in a teaching career, and career advisors. It will provide a chance to ask about the opportunities the Department of Education has for future teachers.

https://www.facebook.com/events/278767835837694/

#### City & Beyond

A resource that aims to cover:

- · Transitioning to university and adjusting to independent living
- Personal finance and managing your money
- Efficient time management and organisation
- Developing effective study techniques and habits
- Proper career preparation and advice

http://www.cityandbeyond.com.au/

#### **Australian Veterans' Children Assistance Trust Scholarships**

The scholarships are worth between \$3000 and \$5000 per year and may continue for up to four years. To be eligible to apply for AVCAT scholarship you must be the child or grandchild of a person with operational service (as defined by the legislation) or three or more years' continuous full-time other service, as a member of the Australian Navy, Army or Air Force. You must be planning to enrol or be enrolled in tertiary education in Australia at an Australian university, TAFE or registered training organisation. <a href="http://www.avcat.org.au/scholarships/">http://www.avcat.org.au/scholarships/</a>

#### The Australian Air Force Cadets - Wollongong.

The AAFC is administered by the Royal Australian Air Force (RAAF), through a national command structure. 314 Squadron, with 38 cadets and 7 adult members, provides quality training and experiences to young people from the Wollongong area. 314 Squadron will be holding information sessions on Tuesday, 30 August 2016 and Tuesday, 06 September 2016 at 7:00 pm. Prospective cadets and their parents or guardians are invited to attend one of our information sessions to learn more about the AAFC. They will also be required to attend a familiarisation day on Sunday, 16 October 2016. Enrolment is open to Australian citizens and Australian residents aged between 13 and 18 years. For more information, visit <a href="www.aafc.org.au">www.aafc.org.au</a> and <a href="www.aafc.org.au">www.aafc.org.au</a> , or contact the Commanding Officer by emailing <a href="mailto:co.314sqn@aafc.org.au">co.314sqn@aafc.org.au</a> . For more information about our organisation, please visit the AAFC web site at <a href="http://www.aafc.org.au">http://www.aafc.org.au</a> or the 314 Squadron web site at <a href="http://s14sqn.aafc.org.au">http://s14sqn.aafc.org.au</a> .

## **TEACH NSW - CLOSING SOON – scholarships for future teachers**



Now's the time to work out which scholarship, cadetship or internship could make your study more affordable! We've laid them all out so you can see what's available to you.

teach. NSW will be hosting a **Live Facebook Q&A** on Monday 29 August 2016 from 4pm - 6pm AEST. Please pass on this invitation to your talented HSC students who may be interested in teaching as a career.

During the event, key representatives from the department will be available online to chat to HSC students, their teachers and their parents/carers. One of the **Department's scholarships or cadetships** may be the kick-start your

students need to a rewarding career as a teacher in NSW public schools.

To join the event, simply register on the teach. NSW Facebook event page.

Register now!

You can also invite Facebook friends to the event via the **event Facebook page** - click on 'Invite' and 'Choose Friends'.

PLACES AVAILABLE	WHO CAN APPLY?	BENEFITS
220 TEACHER EDUCATION SCHOLARSHIPS	<ul><li>✓ HSC students</li><li>✓ Uni students</li><li>✓ Career changers</li></ul>	\$5000 per year of full time study \$3000 appointment allowance PERMANENT teaching job
80 TEACHER EDUCATION SCHOLARSHIPS - ABORIGINAL	◆ Aboriginal people and Torres Strait Islanders	\$5000 per year of full time study \$3000 appointment allowance PERMANENT teaching job
50 TEACH.RURAL SCHOLARSHIPS	✓ HSC students	\$6000 per year of full time study \$5000 appointment allowance PERMANENT teaching job
GREAT TEACHING, INSPIRED LEARNING CADETSHIPS	✓ HSC students	PART-TIME JOB while studying EXPERIENCE in a school PERMANENT teaching job
GREAT TEACHING, INSPIRED LEARNING INTERNSHIPS	✓ Teacher education students approaching final year	PART-TIME JOB while studying EXPERIENCE in a school PERMANENT teaching job
40 INCENTIVE SCHOLARSHIPS	✓ Final year teacher education students	\$2500 per year of full time study \$1000 appointment allowance PERMANENT teaching job

### Which program is right for you?

Kick-start your teaching career and apply for one of our 2017 future teacher scholarships, cadetships

and internships before they close in September 2016.

- Teacher Education Scholarships
- Teacher Education Scholarships Aboriginal
- teach. Rural Scholarships
- Great Teaching, Inspired Learning Cadetships
- Great Teaching, Inspired Learning Internships
- Incentive Scholarships.

Hurry, applications for the **scholarship opportunities** will close on **Friday 16 September 2016**, so register for the Q&A now and have your questions ready!

**DEFENCE FORCE CAREERS** upcoming information sessions held at Level 2, 96 Crown St. Wollongong NSW 2500:

8 Sep 16 1800—1930 Defence Careers

13 Sep 16 1800—1930 Women in Defence

There are limited positions available for these sessions so reservations are essential. To book your seat please email <a href="mailto:CPTWOLLONGONG@dfr.com.au">CPTWOLLONGONG@dfr.com.au</a> with the date and title of the session and also the number of seats you would like.

#### Australian National University (ANU) Open Day

Date: 27th Aug 2016 Time: 10am-4pm Venue: ANU campus

Cost: FREE

Contact : ANU Student Recruitment : student.recruitment@anu.edu.au

Everything ANU will be on show on Saturday 27 August. Find out more information

at http://www.anu.edu.au/study/events/anu-open-day-2016

#### The Hotel School Sydney Open Day

Date : **10th Sep 2016** Time : **9am - 1pm** 

Venue: The Hotel School Sydney

Cost : FREE

Are you interested in a career in Hotels, Event Management, Hospitality, Tourism or Business and interested in completing a Bachelor of Business in Hotel Management? The Hotel School Sydney (THSS) opens its doors to students, families and friends for their annual OPEN DAY on **Saturday, 10 September 2016** at 60 Phillip St Sydney with the focus on providing information on our Bachelor of Business in Hotel Management degree program, our facilities and application and enrolment details. Go to their website to book; <a href="http://sydney.hotelschool.scu.edu.au/about/infodays">http://sydney.hotelschool.scu.edu.au/about/infodays</a>

#### Academy of Interactive Entertainment (AIE) - Information Evening

Date: 14th Sep 2016
Time: 6pm to 8pm

Venue: Wattle Street, Ultimo

Cost: FREE

Games and film Information Evenings. During the Information Sessions, teachers will be conducting seminars covering the range of courses offered at AIE. Also taking applications for their range of short courses in 3D animation, game programming and game design. These certificate courses run on campus during evenings as well as online and are a great starting point.

http://www.aie.edu.au/infoevening

Every attempt is made to ensure that all material in the Illawarra Sports High School Careers newsletters on the ishcareers website <a href="http://www.ishcareers.com/">http://www.ishcareers.com/</a> and Illawarra Sports High School Careers Facebook <a href="http://www.facebook.com/pages/Illawarra-Sports-High-School-Careers/245007805575836">https://www.facebook.com/pages/Illawarra-Sports-High-School-Careers/245007805575836</a> 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.

### 1st Year Heavy Vehicle Apprenticeship

#### Unanderra, NSW

Southern Truck Centre Pty Ltd located in Queanbeyan and Southern Truck Centre Wollongong Pty Ltd is seeking to appoint a 1st year heavy vehicle mechanic.

Reporting to the Service Manager, you will be part of a dynamic, fast paced and professional workshop team and will have the opportunity to enjoy a long and fulfilling career with our company.

To be eligible for this apprenticeship you need to be well-presented, hardworking, punctual and have a good mechanical aptitude. You must be dedicated, willing to undergo formal as well as on the job training and commit to a 4-year apprenticeship.

This is not just a job –this is an outstanding opportunity to work with one of the best automotive brands in the world in a friendly and successful environment.

Duties include, but are not limited to:

- ·Assist workshop staff to ensure duties are being carried out efficiently and accurately
- Assist workshop staff with preventative workshop maintenance
- Properly maintain materials, tools and equipment
- Assist in the securing and lockup of vehicles that are under workshop control
- ·Assist in cleaning and keeping the mechanical workshop and surrounds tidy
- ·Attend and participate in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations
- ·Attend and complete relevant on-the-job training as required
- ·Work towards achieving becoming a qualified Technician

To be suitable for this role, you must possess:

- ·Basic mechanical knowledge
- Strong verbal communication
- ·Ability to work independently and as part of a team
- -A passion for the automotive industry

If this sounds like the opportunity, you have been waiting for please forward your resume & cover letter via e-mail to: <a href="mailto:admin@southerntruckcentre.com.au">admin@southerntruckcentre.com.au</a> for the Wollongong position.

http://www.gumtree.com.au/s-ad/unanderra/technician/1st-year-heavy-vehicle-apprenticeship/1121941860

#### SHARE

# CASUAL SALES ASSISTANTS - WOLLONGONG

Store: WollongongType: Casual

Do you want to join one of Australia's fastest growing retailers?

Do you want to work for a retailer that prides themselves on their amazing culture?

Well look no further...

Connor is rapidly expanding and is looking for a dynamic and sales focused Casual Sales Assistant to join our team. Connor has grown its portfolio to over 110 stores nationally and has no intentions of slowing down. We are a fast paced business that is continuously adapting to keep up with the Australian retail market.

Our successful team enjoys much higher than average financial rewards, the more successful we are, the more we earn. This is of course over and above standard pay conditions. There are also generous clothing discounts.

#### Apply if you:

- Are passionate about customer service
- Are driven to exceed company set budgets and KPI's
- Have an interest in fashion and trends
- Take pride in your personal style and presentation
- Want to further your career in retail in a fast paced, performance based environment

Applicants must have previous retail experience preferably in the fashion industry.

If you fit the above criteria, please apply now! These positions do not last long.

http://www.connor.com.au/JobDetail.aspx?element=20015&categoryid=1&jobPositionId=20356

#### Receptionist

- Highly Reputable Insurance Company
- Supportive and Friendly Environment
- 12 months Fixed Term Mat Leave Contract

**Arthur J. Gallagher** is the world's fourth largest insurance broking and risk management company. Globally, our insurance broking operation maintains a network of more than 400 offices throughout 22 countries and employs over 21,800 people. The Arthur J. Gallagher journey in Australia has been a thrilling one over the last 12 months as during this time we have welcomed OAMPS Insurance Brokers, Blue Broking, Parma Insurance and Instrat Group as well others to the Gallagher family. Undisputedly this is an incredibly exciting time to join Arthur J. Gallagher - Australia.

We currently have an exciting opportunity for a **Receptionist** to join our **Wollongong Branch**. This is a great opportunity for someone wanting to learn and gain an understanding of a key support role of the branch, while learning all about the insurance industry. The receptionist role has the responsibility for ensuring all initial contact with the business is managed professionally and efficiently, and assist with administration support. This opportunity is a **Fixed Term 12 months maternity leave contract**.

#### Your key duties are:

- Answer all incoming calls and direct to the appropriate people/areas
- Meet and greet clients coming into the office
- Data entry of client information
- Organise incoming and outgoing mail
- Order and maintain supplies for office stationery and kitchen
- Assist the broking team
- Other relevant administration duties

#### As a successful candidate you will need to demonstrate:

- Experience using Microsoft Office products (Word, Excel)
- Good administration skills with a good eye for detail
- Strong communication skills, both written and verbal
- The ability to work well with others and prioritise workload

If you are interested in this opportunity please submit your resume directly online. For further information please contact **Libby Prouse** Recruitment Business Partner on **03 9412 1189** 

Any offer of employment and subsequent continuing employment is dependent upon the completion of relevant pre-employment background checks. All applicant are required to undergo employment screening through probity check prior to commencing

**Job Ref:** AU2498LP000176

**Submitted:** 23-08-2016

Apply Online

http://oamps.turborecruit.com.au/job/job\_details.cfm?id=963279&from=indeed

### **Apprentice Locksmith**

Warilla, New South Wales Locksmith 1 day ago

Closing on Sep. 5, 2016

Apprentice Locksmith. Rekey locks, fit locks to windows and doors, automotive lock work, general duties in the shop and customer service. Other duties as required....

<u>Visit MEGT Gateway to view the full vacancy details and submit your application</u> >>

Within Gateway you can also opt to complete the MEGT Career Quiz to identify your c

http://www.megt.com.au/careers/apprentice-locksmith-2/?utm\_source=Indeed&utm\_medium=organic&utm\_campaign=Indeed

#### **Business Administration Traineeship (Accounts/Finance**

Assett Professional Services - Wollongong NSW BUSINESS ADMINISTRATION TRAINEESHIP (ACCOUNTS/FINANCE)

Assett Professional Services are currently looking to recruit a talented, highly motivated, independent self-starter into our administration area.

You will be working within a highly motivated standout business dedicated to development and support of our people and their ongoing success.

#### About the Role

Reporting to the Director, this perfect opportunity for you to get your foot in the door by undertaking a 12 month Traineeship studying Business Administration Certificate III working within our accounts department. The successful applicant will need to be energetic and willing to learning whilst getting hands on experience in the Finance Team.

#### What personal attributes are we looking for in a successful Finance Trainee?

- A genuine interest in finance & IT industry
- Efficient time management skills and able to prioritise tasks
- Well developed interpersonal skills and ability to communicate across a broad audience
- An ability to work as part of a team and independently
- Highly efficient in the use of full Microsoft office suite
- Show an ongoing commitment to learning
- High attention to detail

#### Some expected duties for this role may include:

- Accurate data entry
- maintaining excel spreadsheets
- accounts payable/receivable
- debt collection
- banking

- reception duties
- various other general administrative tasks

If you believe you are the right person for this position please send your resume

Closing date September 15th.

If successful, you will be required to undertake an Australian Federal Police Check

Job Type: Full-time

Required education:

High school or equivalent

Required experience:

• Office Administration: 1 year

1 day ago - save job

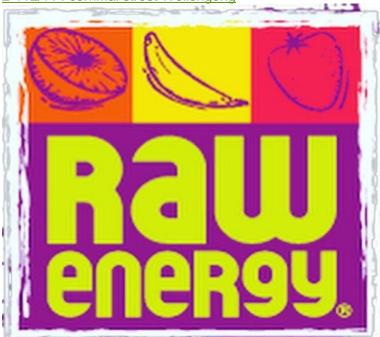
#### » Apply Now

Please review all application instructions before applying to Assett Professional Services.

http://au.indeed.com/cmp/Assett-Professional-Services/jobs/Business-Administration-Traineeship-322e393b601e17ca

### Apprentice Chefs Required





Job Type:

Full-time

Raw Energy Wollongong is looking for eager, enthusiastic apprentice Chefs to join our growing team. If you are committed, reliable, ready to learn individual who holds themselves to the highest standards then this job is for you. Please email your resume and cover letter through to <a href="mailto:rawenergywollongong@gmail.com">rawenergywollongong@gmail.com</a>, only serious applicants please apply.

#### Professional Barista - Casual

#### Warrawong, NSW

Busy Cafe in Warrawong Plaza is seeking an experienced casual Barista.

The applicant must be a professional that can free dose, latte art & consistently make good coffee,

Campos experience is preferred ,However some training will be provided

http://www.gumtree.com.au/s-ad/warrawong/waiting-staff/professionalbarista/1121888219?utm\_source=Indeed&utm\_medium=organic&utm\_campaign=Indeed

### Apprentice Roof Plumber

#### Woonona, NSW

Working on residential and commercial metal roofing projects throughout Sydney and Wollongong.

#### Must have:

- Car and Licence
- All necessary hand tools
- Some experience on the work site
- Positive attitude

For more details call Shaun on 0422 188 474

Or email shaun@elementmetalroofing.com.au

#### **NEEDED\* ELECTRICAL APPRENTICES ASAP!**

apprentices wollongong

Must have drivers license
Willing to learn the trade & work well with others

Contact Oz on 0449 549 445

http://www.gumtree.com.au/s-ad/wollongong/electrical/needed-electrical-apprentices-asap-/1121659961

### Apprentices Hairdressers & Senior stylist wanted!

#### 211 lake entrance road black butt 2529

Hair culture shellharbour is now hiring. Dont miss the opportunity to work in a friendly and professional environment where you get the chance to build your clients and improve your skills on a daily basis. JOB REQUIREMENTS Must be able to work weekends Must be well presented Have good communication skills Able to work in a team and follow instructions must be able to upsell If you fit these requirements please dont hesitate to apply . located in Stockland Shellharbour. Steve- 0416 166 616

http://www.gumtree.com.au/s-ad/shellharbour/hair-beauty-services/apprentices-senior-stylist-wanted-/1121616123

### 1st Year Diesel Fitter Apprentice

Apprenticeship Careers Australia (ACA) only hires the best Apprentices and Trainees (that could be you!) and places them with leading Employers!

As an Apprentice you will work under supervision, while developing skills and abilities to compliment your studies and gaining valuable information plus industry experience in a supportive atmosphere. This fantastic Apprenticeship will provide the opportunity to grow and gain valuable knowledge in the planet mechanic whilst becoming part of a friendly and enjoyable working environment.

**Job Description:** Employees service and repair the mechanical and electrical systems of mobile plant such as the engine, transmission, electrical, final drive, steering, hydraulic and braking systems.

#### Requirements:

- Ps or Full Licence
- Own Car
- Wollongong Location
- Must have completed Automotive Pre-Voc course or Pre- Apprenticeship
- Juniors and Adults welcome to apply
- Mature outlook required
- Working with large heavy mobile equipment & vehicles to maintain fleet. (Front end loaders , backhoes,dump trucks) , including diagnosis, systems assessments services and repairs.

#### **Mobile Plant Technician**

Certificate III in Mobile Plant Technology

www.apprenticeshipcareers.com.au

Apprenticeships Traineeships School Based Mentoring

Apply for this job

https://www.seek.com.au/job/31678588?pos=27&ref=beta&tier=no\_tier&type=standard&userqueryid=f75a2a5a5f66b245d8ec67250ced9d61-2055709&whereid=5038

### **BUSINESS ADMINISTRATION TRAINEE**

#### About the business and the role

LandTeam is a diversified and influential consultancy currently experiencing growth in Regional NSW. We are based in the Illawarra, Southern Highlands and Southern Tablelands and specialise in engineering, surveying, sewer and water coordination, town planning and project management.

LandTeam has an excellent company culture and is respected for its support of and provision of career paths for our employees. The enabling culture supports growth of its staff and the broader organisation.

#### Job tasks and responsibilities

You will commence as an entry level Business Administration Trainee in our Illawarra office where you will be required to study and complete Certificate III or IV in Business Administration. Some of the administration support duties you will learn to undertake will include: -

- General reception duties including phone calls;
- Mail management;
- Data entry;
- Local Council lodgements;
- Booking inspections and calendar management;

- Filing and scanning;
- Preparation of general correspondence/reports/emails;
- General office administration duties.

#### Skills and experience

Ideally the successful applicant will have: -

- Basic computer literacy skills including awareness of the Microsoft Office suite;
- Attention to detail skills;
- Effective communication skills oral and written;
- Customer service awareness where you are pleasant in interactions with clients including a pleasant phone manner;
- The ability to work effectively as part of a team;
- A flexible and positive approach;
- A commitment and willingness to learn;
- A current drivers license;
- Be an Australia citizen or permanent resident.

For further information or to discuss this opportunity contact Lauren Goodman on 0402 345 358.

To apply email your CV with a cover letter to employment@landteam.com.au

Please note: only applicants successful for interview(s) will be contacted

Apply for this job

https://www.seek.com.au/job/31684889?pos=44&ref=beta&tier=no\_tier&type=standard&userqueryid=f75a2a5a5f66b245d8ec67250ced9d61-2180631&whereid=5038

### 2017 Illawarra Apprenticeships

HVTC Illawarra - More jobs by this advertiser



### 2017 Illawarra Aprrenticeships

HVTC Illawarra in conjunction with local host employers are seeking applicants for Engineering **Mechanical, Engineering Fabrication and Electrical Apprenticeships** to commence from January 2017.

#### **About the Company**

HVTC Illawarra is an expert in the employment and training of apprentices and trainees in the local region. We are well equipped to support the regions diverse range of industry.

As a division of HVTC, Australia's oldest and largest group training company, we have employed and trained more than 18,000 people over the past 30 years.

HVTC Illawarra provides mentoring and support and are seeking committed applicants who possess an enthusiasm to learn and develop new skills.

#### **About the Role**

Enjoy the benefits of working with a large and diverse organisation that supports your career development, provides networking opportunities. The apprenticeships are a nominal 4 year term.

Apprenticeships are a great way to achieve your qualification whilst working closely with experienced employees and in an environment focused on safety, teamwork and leadership. If you want to pursue this rewarding employment opportunity with HVTC Illawarra and believe you have what it takes, we welcome your application.

#### **Selection Criteria**

- Ability to work in a team environment
- · Commitment to full term of the apprenticeship and study requirements
- Demonstrate willingness to learn and develop new skills and knowledge
- Demonstrated interested/passion in the trade
- Excellent verbal and written communication and interpersonal skills
- Ongoing commitment to safety, quality and principles of continuous improvement
- Strong ability to plan work and effective time management
- · Strong mathematical and mechanical aptitude
- WHS Construction White Card (or willing to obtain)

#### How to Apply:

To be considered for this opportunity, **YOU MUST apply online** at<u>www.hvtc.com.au</u> by clicking 'Jobs' and selecting the relevant position. We are unable to consider your application if it is not received in this way.

All applications must be completed using a unique, individual email address. Applications using a shared or family email address unfortunately cannot be accepted.

#### **Recruitment process**

The process will include several stages and may include responding to email requests to undertake online testing, interviews, reference checking and pre-employment medicals. Timely response to emails and phone calls will enable us to move through the process in a timely manner. Applicants should regularly check the nominated email account and respond to missed phone calls and voicemail messages.

**Applications Close Midnight Sunday 18th September 2016** 



#### hvtc.com.au

- Recruit and manage apprentices and trainees School-based options
- Psychometric testing
   Short and long term labour hire
- Workforce management Short courses for job seekers

ABN 45 002 226 619

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

Apply for this job

https://www.seek.com.au/job/31683836?pos=49&ref=beta&tier=no\_tier&type=standout&userqueryid=f75a2a5a5f66b245d8ec67250ced9d61-2307068&whereid=5038

### **Electrical Apprenticeship- Mining Industry**

HVTC Illawarra in conjunction with local host employer, **Peabody Energy** is seeking applicants for a 2017 Electrical Apprenticeship to complete a Certificate III in **Electrotechnology** at their Helensburgh site.

#### About the company

HVTC Illawarra is an expert in the employment and training of apprentices and trainees in the local region. We are well equipped to support the regions diverse range of industry.

As a division of HVTC, Australia's oldest and largest group training company, we have employed and trained more than 18,000 people over the past 30 years.

HVTC Illawarra provides mentoring and support and are seeking committed applicants who possess an enthusiasm to learn and develop new skills.

#### **About the Host**

Peabody Energy is the world's largest private-sector coal company and a global leader in sustainable mining, energy access and clean coal solutions. The company serves metallurgical and thermal coal customers in 25 countries on six continents.

Thier mission is to create superior value as the leading global supplier of coal, which enables economic prosperity and a better quality of life.

Peabody Energy considers Australia to be a premier location for coal mine development and investment. Peabody has mining operations across Queensland and New South Wales, as well as active coal trading in all major Australian coal regions through Peabody COALTRADE.

Peabody's operations in Australia include a diverse product range of coal through multiple coal ports. In 2015, Peabody's Australian operations achieved total sales of 35.8 million tons primarily to steel producers in Japan, Europe, Taiwan, Korea, India and South America, as well as to electricity generators in Australia and Asia.

#### About the role

HVTC Illawarra is seeking applications from motivated and career focused individuals willing to undertake a full time apprenticeship to complete a Certificate III in Electrotechnology ( Electrician)

The successful applicant will have a desire and passion for this professional field and a commitment to undertake further studies; with full support and encouragement to develop skills to launch your career forward and gain practical experience in a well-established industry environment.

If you are a highly motivated person wishing to commence a qualification and receive workplace training this could be the position for you.

You must be eligible to complete a Certificate III Electrotechnology UWW30811

#### **Selection Criteria**

#### **Essential**

- Ability to work in a team environment
- Commitment to full term of the apprenticeship and study requirements
- Demonstrate willingness to learn and develop new skills and knowledge
- Demonstrated interested/passion in the trade
- Excellent verbal and written communication and interpersonal skills
- Ongoing commitment to safety, quality and principles of continuous improvement
- Strong ability to plan work and effective time management
- Strong mathematical and mechanical aptitude
- WHS Construction White Card (or willing to obtain)

#### **Desirable**

- Current drivers licence (provisional licence accepted)
- Access to reliable transport
- Work experience in any area/s relevant to the apprenticeship

#### How to Apply:

To be considered for this opportunity, YOU MUST apply online at<u>www.hvtc.com.au</u> by clicking 'Jobs' and selecting the relevant position. We are unable to consider your application if it is not received in this way.

All applications must be completed using a unique, individual email address. Applications using a shared or family email address unfortunately cannot be accepted.

Interested applicants MUST attach a copy of their current resume and cover letter addressing the above selection criteria for your application to be further considered.

Applications Close on Midnight Sunday 18th September 2016



#### hvtc.com.au

- · Recruit and manage apprentices and trainees · School-based options
- Psychometric testing
   Short and long term labour hire
- Workforce management Short courses for job seekers

ABN 45 002 226 619

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

Apply for this job

https://www.seek.com.au/job/31682109?pos=61&ref=beta&tier=no\_tier&type=standout&userqueryid=f75a2a5a5f66b245d8ec67250ced9d61-2307068&whereid=5038

### Casual staff

#### About the business and the role

#### Ocean Beach Hotel

We are looking for energetic people with a passion for hospitality to work in all areas of the hotel. If you possess a positive can do attitude and are available to work day/night and weekends then we are looking for you to be a part of our team. Experience essential.

#### Job tasks and responsibilities

waiting on tables, food and beverage service, cleaning, cash handling

#### Skills and experience

Experience essential

NSW RSA & RCG competency card

18 years or older

Positive attitude

Ability to work in a team environment

Apply for this job

https://www.seek.com.au/job/31680844?pos=73&ref=beta&tier=no\_tier&type=standard&userqueryid=f75a2a5a5f66b245d8ec67250ced9d61-2517530&whereid=5038

Junior Shop Assistant

Seeking someone willing to work hard, have leadership abilities and physically capable to perform all duties in a fast paced work environment.

Duties include \*customer service, coffee making, product display, food handling, cleaning and washing up.

Cash handling and ability to liaise with customers is a definite advantage.

apply ONLY BY EMAIL applications accepted only up to 30th AUGUST 2016.

Please include DATE OF BIRTH and LAST SCHOOL REPORT!!!

Apply for this job

https://www.seek.com.au/job/31680704?pos=75&ref=beta&tier=no\_tier&type=standard&userqueryid=f75a2a5a5f66b245d8ec67250ced9d61-2517530&whereid=5038

**Customer Service / Sales / Business Traineeship** excellent opportunity available for a Customer Service and Sales Consultant Traineeship in our NRMA Wollongong office (Junior wages apply). Kick start your career in Sales and Service with a recognised brand and excellent training!

We are passionate about our brand and about helping people – working in this office will enable you to have close interactions with your customers and assist them with all of the Motoring and Insurance needs. We are looking for someone who is likeminded when it comes to Customer Service – nothing is too large or too small – if our customer needs our H.E.L.P then we are there for them.

To be successful in obtaining a position you must have the following attributes:

- Excellent verbal and written communication skills
- Strong attention to detail
- Passionate about a career in sales and customer service
- Be reliable, motivated and keen to work in a busy environment
- Possess corporate / professional presentation
- Be flexible and willing to learn
- Be willing to travel (limited travel may be required)

We value excellence in our Team, and have a fantastic Reward and Recognition program in place in order to reward those who go above and beyond.

If you think you have what it takes, and are looking for a position in Customer Service and Sales, please 'Apply now' with a brief covering letter and your Resume.

Please email your application, with a brief covering letter, to sc\_abelgroup@iag.com.au by the 5th September 2016

#### Sales Assistant - Casual - Jay Jays - Dapto

Apply now Job no: 619630

Work type: Casual Location: South Coast Categories: Retail - Store

Are you ready to join our team at our Jay Jays store, Dapto as a Casual **Sales Assistant**?

You will provide exceptional customer service, be great at maximising sales and will take pride in maintaining the store presentation.

#### Why join us? Because you'll get:

- to work with successful and popular fashion brands
- coaching and training to set you up for success
- exceptional career opportunities within the group
- generous staff discounts
- an environment where good performance is recognised and rewarded
- a fun place to work!!

#### What will you be responsible for?:

- being an ambassador of the brand
- driving and processing store sales
- assisting with store housekeeping
- visual merchandising within the store
- attending store meetings

#### What do you need to have to get the role?:

- understand how to treat our customers
- have a spectacular sales record
- have brilliant problem solving skills
- be great a great team player
- have a passion for fashion!
- have a desire to work for a spectacular employer!!

If you think you are the next ambassador then we can't wait to hear from you!

**Advertised:** 21 Aug 2016 Aus. Eastern Standard Time **Applications close:** 

Back to search results Apply now

http://careers.justgroup.com.au/caw/en/job/619630/sales-assistant-casual-jay-jays-dapto?source=IND

### Apprentice Chef

Harry Graham Drive

Ruby's Mount Kembla is seeking a hard working dedicated apprentice chef to join the team. We require someone with a passion for all things culinary and a desire to learn. Please send resumes to <a href="mailto:enquiries@rubysmtkembla.com.au">enquiries@rubysmtkembla.com.au</a>

http://www.gumtree.com.au/s-ad/mount-kembla/chef-cook/apprentice-chef/1122239176

### Pizza Hut Team Member - Warrawong - 61P1043

Job Descrip tion

#### **Job Description**

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobld=688 34&partnerid=25468&siteid=5017

As a Pizza Hut team member, you can be the smiling face that serves our customers or be behind the scenes in the preparation of our products, from making the dough to topping our pizzas.

You will need the ability to handle our fast paced working environment with positive energy and a willingness to work as part of a team.

We will give you the training you need to succeed on the job. You will learn new things, get recognized for your efforts and develop skills that will last a lifetime.

Shop 4, 32-40 King Street Warrawong

#### 1st Year Spare Parts Apprenticeship - Wollongong

#### Description:

This position is for a parts interpreter and is a three year apprenticeship offering the off-job-training at a TAFE campus or On-line.

Based in the Wollongong area this position offers a range of duties such as dispatch and receivables of parts orders, parts identification for repairs and service work and parts sales to customers.

Knowing your way around a compute will be valuable for this role. Good phone manner and being well presented are also going to assist you get this job!

The position is for an immediate start and would best suit a school leaver or recent school leaver. A Drivers Licence would be preferred, or be in the process of obtaining a provisional licence. If you are enthusiastic and a motivated self-starter and most of all reliable, then please apply today.

Why an automotive apprenticeship?

As an apprentice you will be paid Federal Award wages while you learn your trade

You may be eligible for the Governments \$20,000 Trade Support Loan Scheme

Opal Concessions / Travel Concessions

The financial rewards once you are qualified match, if not exceed, those of any other career

Interviews for this position will be held at Condell Park (Bankstown), for an appointment call (02) 9796 3655 between 8.30 a.m. and 4.00 p.m. Monday - Friday. Due to the number of applications usually received only shortlisted applicants will be contacted

Location: Wollongong NSW

http://agtnsw.com.au/listing\_view.php?listing\_id=298

### Pizza Hut Warrawong Driver - 61P1043

As a Pizza Hut driver, you are the smiling face that delivers our pizzas direct to the customer's door. You get to enjoy driving while listening to your own tunes and delivering great pizza.

Besides being a team player who enjoys working in a fast paced environment, you will need a smile, keen sense of direction and a reliable set of wheels.

We will give you the training you need to succeed on the job, and working with us will give you the flexibility to suit your lifestyle. Whether it's your first job, paying off your mortgage, or just for that extra cash, you get paid for being out on the road as well as being part of a team that gets recognized for their efforts.

Address Shop 4, 32-40 King Street

Apply to job

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=68835&partnerid=25468&siteid=5017

### Urgent - Labourer for NBN civil work

Wollongong

### MK Concreting Group Gummie since 2016

Labourer need in the Illawarra region for NBN roping and cable work all over Sydney. No experience necessary, just need to be a hard worker who isn't afraid to get dirty. Must have a manual drivers licence and clean driving record (RMS driving history print out may be necessary). Work ute provided. White card and full PPE required. Daily rate available for the right candidate. Work starts Monday 29th August. Must be available for interview either this Saturday or Sunday. Please email resume <a href="MKconcretinggroup@hotmail.com">MKconcretinggroup@hotmail.com</a>

http://www.gumtree.com.au/s-ad/wollongong/other/urgent-labourer-for-nbn-civil-work/1122180278?utm source=Indeed&utm medium=organic&utm campaign=Indeed

Waiters and Waitresses Wanted. The Waiters and Waitresses will maintain clean service and customer seating areas, and will process cash and credit card payments. Main responsibilities of the Waiters and Waitresses include serving food and beverages to customers and waiting tables. The Waiters and Waitresses may be expected to assist in some ad hoc kitchen duties, and will be punctual, well presented, flexible and reliable.

https://app.skilld.com/?utm\_source=indeed&utm\_medium=cpc&utm\_campaign=aggregators&utm\_content=priority3&ajs\_event=ReferredByAggregator&ajs\_prop\_aggregator=indeed&ajs\_prop\_priority=priority3#/jobs/1167231142438405e85c5ee95a15440bcae706e

### apprentice hairstylist

Figtree, New South Wales Hair and Beauty Services Closing on Sep. 29, 2016

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We are looking for a talented and passionate Apprentice Hairdresser who is motivated and willing to learn. We are a large, fun and energetic on-trend...

Visit MEGT Gateway to view the full vacancy details and submit your application

>>

http://www.megt.com.au/careers/apprenticehairstylist/?utm\_source=Indeed&utm\_medium=organic&utm\_campaign=Indeed

### **Certificate 3**

Oak Flats, New South Wales Child care 3 hours ago

Closing on Sep. 9, 2016

-

Echidna Children's Centre is long day care centre looking for a part time childcare trainee who would like to complete certificate III in children's service...

Visit MEGT Gateway to view the full vacancy details and submit your application

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http://www.megt.com.au/careers/certificate-3/?utm\_source=Indeed&utm\_medium=organic&utm\_campaign=Indeed

### Sales Warehouse Trainee

#### < Back to Job Listings

Positions 1
Available:

Job<br/>Number:3708Type:TraineeJob Title:Sales Warehouse TraineeTrade:Wholesale, Retail and Personal ServicesLocation:NSW - Albion ParkJob Type:Full timeHours:43

https://www.migas.com.au/vacancies/view/137?utm\_source=Indeed&utm\_medium=ord