

100/22 JOB VACANCIES

17/10/2012

Job No.	Industry	Job Title	Suburb	Hours (F/T or PT etc)	Hourly Rate	Description	Application process
1	Automotive	Apprentice Auto Electrician	Derrimut	Full Time	Award	1st year. Experience preferred. Also preferred is drivers licence and vehicle.	Via ATEP Website or email resume to: info@atep.org.au
2	Automotive	Apprentice Auto Light Stream	Murumbeena	Full Time	Junior Wages/Appr.	1st year apprenticeship position. Need to have licence and car.	Via ATEP Website or email resume to: info@atep.org.au
3	Automotive	Apprentice Automotive Body Making	Dandenong Sth	Full Time	Apprenticeship	Learn all facets of building large passenger vehicles. Once finished app, you will receive a Cert III in Automotive Manufacturing and receive ongoing career management. Must have Year 12 pass and have leadership qualities and an interest in self development.	Via Link Employment and Training - email cover letter and resume susan.weidner@linkemploy.org.au
4	Automotive	Apprentice Automotive Mechanic	Seaford	Full Time	Apprenticeship	Apprentice Mechanic working with late model vehicles in a New Vehicle Dealership. Learning skills such as renovating and restoring vehicles for resale.	Via Link Employment and Training - email cover letter and resume susan.weidner@linkemploy.org.au
5	Automotive	Apprentice Automotive Mechanic	Dandenong Sth	Full Time	Award	Apprentice Diesel Mechanic required to work in brand new premises among a large team. Duties include: working on large and small trucks, diesel engines, transmissions, electrical, hydraulics, brakes and suspension. Work wear is provided and tools for the trade funding will be provided after successful completion of the probation period.	Via Link Employment and Training - email cover letter and resume ray.cassar@linkemploy.org.au

6	Automotive	Apprentice Automotive Mechanic	Bundoora	Full Time	Award	<p>Working late model passenger cars, light commercials, four wheel drive and recreational vehicles. Service and repairs including: working on diesel, petrol and petrol/electric repair of transmissions, electrical, hydraulics, brakes and suspension. You will have completed minimum Year 10, perhaps completed an automotive pre-apprenticeship course and preferably have your own transport and a current drivers licence. Must have enthusiasm, a passion to learn and have a genuine interest in an automotive career.</p>	<p>Via Link Employment and Training - email cover letter and resume ray.cassar@linkemploy.org.au</p>
7	Automotive	Apprentice Automotive Spare Parts	Ringwood	Full Time	Apprenticeship	<p>On offer is a nationally recognised Apprenticeship - Certificate III in Automotive Sales (Parts Interpreter). Working with trucks, 4WD, diesel, hybrid powered cars, motorcycles and outdoor power equipment products. Must have neat presentation, good communication and customer service skills with a basic understanding of motor vehicles and mechanical concepts. Must have a current drivers licence to allow for occasional travel between sites and occasional parts delivery.</p>	<p>Via Link Employment and Training - email cover letter and resume ray.cassar@linkemploy.org.au</p>

8	Food	Apprentice Baker	Beaumaris	Full Time	Apprenticeship (Award)	Will learn Bread making skills, cleaning of work area, baking with industrial ovens. Be passionate about baking and need someone who is keen to learn and listen and follow instructions. This position will provide a long term career path.	Via Youth Connect email 100jobs@youthconnect.com.au
9	Shopfitting	Apprentice Cabinet Maker	Braeside	Full Time	Apprenticeship/Award	Assist tradesman in the manufacture of quality cabinets and shop fittings. Three month initial trial period. Duties incl: Cleaning, Organising store room, tool management, general help for tradesman.	Via Youth Connect email 100jobs@youthconnect.com.au
10	Building/Const.	Apprentice Cabinet Maker	Keysborough	Full Time	Award	Junior position with experience preferred. Drivers licence and car preferred.	Via ATEP Website or email resume to: info@atep.org.au
11	Building	Apprentice Cabinet Maker (1st to 3rd Year)	Clayton	Full Time	Apprenticeship	Applicant must be eager and keen, nature minded, have a good work ethic and be punctual and reliable. A current drivers licence and own transport is also highly desirable	Via Link Employment and Training - email cover letter and resume sheree.millard@linkemploy.org.au
12	Hospitality	Apprentice Chef	Wheelers Hill	Full Time	Award	Assist kitchen staff in food prep; assembly and cooking of meals; maintenance of kitchen equipment; completing documentation; cleaning.	Via Youth Connect email 100jobs@youthconnect.com.au

13	Hospitality	Apprentice Chef	Glen Waverley	Full Time	Apprenticeship	Looking for someone that has the following: Willing to learn, passion for the hospitality industry, looking for a career not just a job. Some experience preferable but not essential. Will be undertaking a Certificate III in Commercial Cookery. This is a small boutique restaurant open for lunch and dinner seven days a week and you may be required to work split shifts.	Via Link Employment and Training - email cover letter and resume susan.weidner@linkemploy.org.au
14	Hospitality	Apprentice Chef	Mordialloc	Varied/Casual	Award	Successful applicant will be keen to develop a career as a chef, undertake an apprenticeship consisting of paid work and schooling. The venue is a 10 minute walk to public transport and has a bus stop out the front. Duties will include: Assisting kitchen staff in preparation, assembly and cooking of meals; maintenance of kitchen equipment; completing documentation; OHS/Food Handling.	Via Youth Connect email 100jobs@youthconnect.com.au

15	Horticulture	Apprentice Landscape Gardener 2nd-4th Yr	Carrum Downs	Full Time	Award	Do you love the outdoors and have a green thumb? A prestige landscaping company doing mostly commercial work across Melbourne is looking for 2nd - 4th YR Apprentices with a genuinpassion and interest in the horticulture industry. Must be capable and eager to undertake the Certificate III in Landscape Construction at TAFE have a drivers licence and reliable vehicle.	Via Link Employment and Training - email cover letter and resume susan.weidner@linkemploy.org.au
16	Building/Const.	Apprentice Landscaper	Bayside	Full Time	Award	1st year apprenticeship position. Licence and car preferred.	Via ATEP Website or email resume to: info@atep.org.au
17	Boating	Apprentice Marine Motor Mechanic	Dandenong Sth	Full Time	Award	Nationally recognised qualification Marine Mechanics enjoy a variety of tasks including: engine re-building, servicing, installing accessories, upgrading and repairing wiring, completing new boat fit up, pre-delivery tasks and enjoying working with lifestyle products in a great environment. Ideally, completed Year 11, have a current drivers licence and own transport and have either completed automotive pre-app studies or have demonstrated mechanical exposure.	Via Link Employment and Training - email cover letter and resume ray.cassar@linkemploy.org.au

18	Engineering	Apprentice Mechanic Trade	Dandenong Sth	Full Time	Apprenticeship	<p>Fantastic opportunity to commence an Engineering - Mechanical Trade App with a large employer in Dandenong South. Trained in Fitting and Turning, tooling, machining, MIG and ARC welding and use of plant equipment. Also need to undertake a Cert III in Engineering - Mechanical Trade. Must be eager to learn, mechanically minded and have genuine career interest in this industry. A Pre-App and/or prior experience is preferred. This position is also open to 2nd or 3rd year apps.</p>	Via Link Employment and Training - email cover letter and resume
19	Building	Apprenticeship Cabinet Maker 1st Year	Dandenong	Full Time	Apprenticeship	<p>Suitable applicant will be keen and eager, mature minded, have a good work ethic and be punctual and reliable. A current drivers licence and own transport is also highly desirable.</p>	Via Link Employment and Training - email cover letter and resume
20	Dog Grooming	Assistant Dog Groomer	Chelsea Hts	Casual	Negotiable	<p>Dog Handling, Washing drying and brushing of dogs.</p>	Via Youth Connect

21	Automotive	Automotive Mechanic Trades Assistant	Berwick	Casual - 25hrs + p/week	Casual Rates	Commence employment with a large dealership, requiring an 'express maintenance' mechanic to carry out scheduled servicing according to manufacturers specifications and procedures on passenger vehicles, 4WD's, light commercial and hybrid vehicles. Duties include: lubrication, replacement of brake pads, globes, spark plugs, air filters, tyre rotating and balancing. Must have experience and Cert II or higher is preferred.	Via Link Employment and Training - email cover letter and resume
22	Boat Building	Boat Building Apprenticeship	Elwood	Full Time	Award	Completion of Cert III in Automotive Vehicle Body (Vehicle Trimming) and attend Kangan Institue in the CBD. Duties include manufacturing of boat covers and trimming/upholstery skills.	Via Youth Connect email 100jobs@youthconnect.com.au
23	Business	Business Administration	CBD	Full Time	Traineeship	F/T Business Certificate III Traineeship to be completed through various businesses around the CBD	http://www.370degrees.com.au/jobs/fulltimevacancies.aspx
24	Business	Business Traineeship	Frankston	Full Time	Traineeship Wages	Great opportunity to commence career in Business and gain a nationally recognised qualification - Certificate IV in Business. Must have excellent communication skills, minimum Year 11 completion and be computer literate. Position is based in the record keeping department. Applicant must have a genuine interest in the Business sector.	Via Link Employment and Training - email cover letter and resume

25	Engineering	Factory Hand/Trades Assistant	Moorabbin	Full Time (38hrs p/week)	Award	Basic trade work. Assisting painting and trades assistant. Trapping and Grinding	Via Youth Connect email 100jobs@youthconnect.com.au
26	Education	IT	NW Suburbs	Full Time	Award	Junior position with a Drivers Licence and car preferred.	Via ATEP Website or email resume to: info@atep.org.au
27	Hospitality	Kitchen Hand/Dish Hand	Chadstone	Part Time	Award	Washing and cleaning of dishes; Preparation of Food for service; Assisting chefs with cooking, cleaning of the kitchen; OHS.	Via Youth Connect email 100jobs@youthconnect.com.au
28	Metal Trades	Metal Trades Workers (EOI)	South Eastern Suburbs	Casual Full Time	Award	Qualified and experienced MIG and TIG Welders; Fabricators, Boiler Makers, Sheet Metal workers and fitters and turners. Reliable, hardworking and attention to detail. Duties may include machine operation including CNC, MIG/TIG/OCY/Arc.	Via Link Employment and Training - email cover letter and resume paula.dodd@linkemploy.org.au
29	Warehousing	Picker and Packer	Moorabbin	Casual 30-40hrs	Award	Picking and packing duties in an active and fast paced work environment. Good Literacy and Numeracy skills needed and ability to use scanners to read and locate stock. General Housekeeping and cleaning. Must be friendly, outgoing and PUNCTUAL. Company is happy to train. Close to public transport	Via Youth Connect email 100jobs@youthconnect.com.au

30	Retail	Sales Assistant	Elwood	Casual	Award	Position available for 15-30hrs per week in Elwood, close to public transport. Must be customer service focussed and outgoing/friendly. You will be provided with Induction and Training into OHS and Food Safety. Duties include: Serving bread, cash handling and register work and general cleaning.	Via Youth Connect email 100jobs@youthconnect.com.au
31	Abboitair	Trainee Boner	Pakenham	Full Time	Award	Trainee Boner to support host company located in Pakenham. Will be supported to develop skills and will be groomed for a career in the meat production area. Must be willing to undertake a Certificate III Qualification	Via Link Employment and Training - email cover letter and resume sheree.millard@linkemploy.org.au
32	Abboitair	Trainee Slaughterer	Pakenham	Full Time	Award	Trainee Slaughterer to support host company in Pakenham. Energetic, reliable individuals to work as slaughterers.	Via Link Employment and Training - email cover letter and resume sheree.millard@linkemploy.org.au
33	Landscaping	Tree Maintenance	East. Suburbs	Full Time	Award	Experience preferred. Drivers Licence and car needed.	Via ATEP Website or email resume to: info@atep.org.au
34	Office	Office Assistant	Dingley Village	Full Time	Award	Reception duties, accounts assistant, data entry, general admin duties. Car/licence essential.	Via Youth Connect email 100jobs@youthconnect.com.au
35	Warehouse	FILLED Warehouse Assistant	Mentone	Full time	Award	Picking and packing boxes, labelling, despatch, essembly work, forklift driving training	Via Youth Connect email 100jobs@youthconnect.com.au
36	Building Trade	App Cabinet Maker	Clayton South	Full Time	Award	All aspects of domestic cabinetmaking	Via Youth Connect email 100jobs@youthconnect.com.au

37	Warehouse	Packer/warehouse	Chelsea Hts	Part Time, 30hrs per week	Above award	Repetitive work in food manufacturing, packing in cold environment, numeracy and literacy skills, work to deadlines	Via Youth Connect email 100jobs@youthconnect.com.au
38	Food Manufacturing	Production Assistant	Chelsea Hts	Part Time, 30hrs per week	Above award	Preparing free baked goods, food handling, packing and baking	Via Youth Connect email 100jobs@youthconnect.com.au
39	Administration	Business Trainee	Southbank	Full Time	Traineeship	Administrator to 3 financial brokers in an Australian Company that is a household name	Via online: http://www/370degrees.com.au/jobs/fulltimevacancies.aspx
40	Administration	Business	CBD	Full Time	Traineeship	Administrator in a University Office	Via online: http://www/370degrees.com.au/jobs/fulltimevacancies.aspx
41	Administration	Business Trainee	CBD	Full Time	Traineeship	Administration in a Government Department	Via online: http://www/370degrees.com.au/jobs/fulltimevacancies.aspx
42	Administration	Business Trainee	CBD	Full Time	Traineeship	Administration in a Government Department	Via online: http://www/370degrees.com.au/jobs/fulltimevacancies.aspx
43	Horticulture	Apprenticeship	Moonee Ponds	Full Time	Apprenticeship	Apprentice Gardener for a city council	Via online: http://www/370degrees.com.au/jobs/fulltimevacancies.aspx
44	Print Media	Flyer Distributor	Bentleigh	Part Time	Award	Distributing flyers to local health clinics, therapists, retirement villages etc. Must have excellent communication skills. Ability to build relationships with local health services. Would suit 1st or 2nd year Pysiotherapist or OT.	Via Youth Connect email 100jobs@youthconnect.com.au

45	Food	Apprentice Baker	Elsternwick	Full Time	Award	Very early starts - 1.30am-9.30am - Requires someone that wants a career as a baker. Looking for the possibility of owning their own bakery in the future.	Via Youth Connect email 100jobs@youthconnect.com.au
45	Food	Apprentice Baker	Elsternwick	Varied/Casual	Award	Very early starts - 1.30am-9.30am - Requires someone that wants a career as a baker. Looking for the possibility of owning their own bakery in the future.	Via Youth Connect email 100jobs@youthconnect.com.au
46	Painter	1st or 2nd Yr Apprentice Painter	Bentleigh	7.30am-4pm	Award	Painting and some labouring. Employer will accept a person who has done a pre-app. Drivers licence required with own transport preferred.	Via Youth Connect email 100jobs@youthconnect.com.au
47	Engineering	Apprentice Engineer (Fabriciation) X2	Cheltenham	Start early Jan 7am - 4pm	Award	Work for a modern engineering/manufacturing facility, specialise in large specialist equipment supplying mining, clean energy, mineral processing, oil and gas, aerospace and defence industries. GREAT OPPORTUNITY	HAND WRITTEN APPLICATION stating academic levels, reasons for choosing industry, hobbies/sports interests to Youth Connect, level 3, 1001 Nepean Hwy, Moorabbin VIC, 3189
48	Flooring	Apprentice Vinyl Floorer	Bayswater	Day Shift	Right person Above Award	40-50hrs per week, Floor covering and preparation work. Sanding and laying of carpet. Must be reliable. Must want a career in the flooring industry. Public transport available	Via Youth Connect email 100jobs@youthconnect.com.au

49	Hairdressing	Apprentice Hairdresser	Elsternwick	38 hours per week, includes a day at TAFE	Award plus extra commission	Genuine interest to be a qualified hairdresser. Must be well presented and friendly/smiley. Able to take direction	Via Youth Connect email 100jobs@youthconnect.com.au
50	Dry Cleaning	Front Counter Customer Service	Bentleigh	15-20hrs per week morning or afternoon 3-4 hour shifts	Award Min \$15 per hr	Taking in orders, customer service, pick ups, allocation of clean clothes to orders. Live locally preferred, fast learner.	Via Youth Connect email 100jobs@youthconnect.com.au
51	Customer Service	Customer Service Assiatnt	South Warf	20 - 25 hrs per wekk	TBA	Assistant required for a retail outlet specialising in chocolates. Assist in store targets, liaise with store manager to meet operational goals, build relationships with customers and team. Store sales cash handling and day to day operations of store	Via Youth Connect email 100jobs@youthconnect.com.au
52	Engineering	FILLED Process Worker/Factory Hand	Moorabbin	38hrs F/T casual M-T 7am-3.30pm, Fri 7 - 1pm	\$16.50 per hour plus 25%casual loading	Working in a repetitive engineering facility carryling out second operation work, drilling, tapping, machining, loading and unloading, thread rolling, cleaning and packing	Via Youth Connect email 100jobs@youthconnect.com.au
53	Communications/sales	Telemarketing	Black Rock	Casual 25+ hours a week 10am-3pm	Base rate with great incentive	You need to be a good self starter with excellent communication skills. Customer service knowledge or experience. Cold call experience preferred. . Telemarkiting skills desired.Public transport available.	Via Youth Connect email 100jobs@youthconnect.com.au

54	Administration	Administration assistant	Black Rock	38 Hours per week 8:30am-5pm M-F	Award	You will need to posses computer skills such as microsoft excel,telephone and excelent communication skills. Be responsible and punctual. Completion of year 12.	Via Youth Connect email 100jobs@youthconnect.com.au
55	Manufacturing	Admin Trainee	Cheltenham	Full Time	Not Given	Michele Sargetn has job description	Via Youth Connect email 100jobs@youthconnect.com.au
56	Automotive	3 or 4th Yr Motor Mechanic	Dandenong	Full Time	Depending on Experience	3rd or 4th year	Via Youth Connect email 100jobs@youthconnect.com.au
57	Franchise	Crew Member	Southland	Part Time	Hourly Rate Depending on Age	Customer service, cash handling, food preparation, cleaning	Via Youth Connect email 100jobs@youthconnect.com.au
58	Administration	Business Trainee	Southbank	Full Time	Traineeship Wages	Administrator to 3 finiancial brokers in an Australian company that is a household name	online application linked to SEEK @ http://www.370degrees.com.au/jobs/fulltimevacancies.aspx
59	Electrical	pre-apprenticeships and apprenticeships	Various Locations	Full Time	Apprentice wages	electrical apprentaice in domestic,commercial and industrial	Registration is online via http://vic.neca.asn.au/index.php/careers_apprenticeships/apprenticeship_pre-selection/
60	Administration	Business Trainee	CBD	Full Time	Traineeship wages	Administration in a Government Department	online application linked to SEEK @ http://www.370degrees.com.au/jobs/fulltimevacancies.aspx

61	Administration	Business Trainee	CBD	Full Time	Traineeship Wages	Administration in a Government Department	online application linked to SEEK @ http://www.370degrees.com.au/jobs/fulltimevacancies.aspx
62	Horticulture	Apprenticeship	Moonee Ponds	Full Time	Apprentice wages	Gardener for City Council	call Stacey Fedden on 9389 9962
63	Administration	Appointment Setter	Brighton	30hrs per week	\$20+ per hour	Generating leads for a steel company. No selling. Making appointments. MUST be confident on the phone. Must have great communication skills. Mature person required.	Via Youth Connect email 100jobs@youthconnect.com.au
64	Administration	Trainee Admin	Cheltenham	38 hrs/week	Traineeship Wages	General Office work in an Engineering business (30 employees): Data Entry, Filing, Answering phones	
65	Office Administration	Administration Officer	Breaside	part time	award	General office work and administration duties	Via ATEP Website or email resume to: info@atep.org.au
66	Office Administration/Trainee PA	On-line Bookkeeping company	Highett	full time	award	Being mentored in the role of PA, some contacting clients via phone, Book keeping duties, data entry, business administration duties	Directly with TRADIES SERVICES GROUP (was Via ATEP Website or email resume to: info@atep.org.au)
67	Building & Construction	plumbing apprenticeship	Bayside	full time	apprenticeship wages	General plumbing duties, learning the plumbing trade, pursue a career in plumbing own license and care required	Via ATEP Website or email resume to: info@atep.org.au
68	Building & Construction	2nd year apprentice Carpernter	Sth Estern Subs	full time	apprenticeship wages	opportunity for 2nd year carpernter, need own transport	Via ATEP Website or email resume to: info@atep.org.au
69	Building & Construction	2nd year apprentice Carpernter	Sth Estern Subs	full time	apprenticeship wages	opportunity for 2nd year carpernter, need own transport	Via ATEP Website or email resume to: info@atep.org.au
70	Automotive	1st Year Apprentice	Bentleigh	Full Time	apprenticeship wages	1st year apprenticeship position. Need to have licence and car.	Via ATEP Website or email resume to: info@atep.org.au

71	Automotive	1st Year Apprentice	Brighton	Full Time	apprenticeship wages	1st year apprenticeship position. Need to have licence and car.	Via ATEP Website or email resume to: info@atep.org.au
72	Retail	Retail assistant	Glenhuntly	Full time- Possible part time- Traineeship available	award	Retail position available for candidates wanting to develop career in retail, employer happy to train dedicated applicants, applicants with experience can apply also. Possibility to be trained up to store manager. Must be bubbly, reliable and willing to work. Close to public transport	Via Youth Connect email 100jobs@youthconnect.com.au
73	Retail	Retail assistant	Glenhuntly	Full time- Possible part time- Traineeship available	award	Retail position available for candidates wanting to develop career in retail, employer happy to train dedicated applicants, applicants with experience can apply also. Possibility to be trained up to store manager. Must be bubbly, reliable and willing to work. Close to public transport	Via Youth Connect email 100jobs@youthconnect.com.au
74	Retail	FILLED Sales Assistant	Mentone	Casual 10+ hrs	award	Must be well presented, excellent customer service skills, friendly personality. Must be punctual and polite. Great career opportunities.	Via Youth Connect email 100jobs@youthconnect.com.au
75	Retail	FILLED Sales Assistant	Mentone	Casual 10+ hrs	award	Must be well presented, excellent customer service skills, friendly personality. Must be punctual and polite. Great career opportunities.	Via Youth Connect email 100jobs@youthconnect.com.au
76	Retail	FILLED Sales Assistant	Mentone	Casual 10+ hrs	award	Must be well presented, excellent customer service skills, friendly personality. Must be punctual and polite. Great career opportunities.	Via Youth Connect email 100jobs@youthconnect.com.au
77	Retail	FILLED Sales Assistant	Mentone	Casual 10+ hrs	award	Must be well presented, excellent customer service skills, friendly personality. Must be punctual and polite. Great career opportunities.	Via Youth Connect email 100jobs@youthconnect.com.au
78	Retail	FILLED Sales Assistant	Mentone	Casual 10+ hrs	award	Must be well presented, excellent customer service skills, friendly personality. Must be punctual and polite. Great career opportunities.	Via Youth Connect email 100jobs@youthconnect.com.au

79	Administration	Administration assistant	Brighton East	Casual- Minimum 13hours per week extra hours avail during school holidays	award	Must wish to enroll in certII or certIII in business.Role includes supporting the administration and clerical functions of the administration department. Need to be organised and motivated with a passion to work in an office environment. Must love working with computers and technology and have knowledge of MS office programs is an advantage. Excellent presentation skills, interpersonal skills, communication skills are needed as well as attention to detail and organisations skills, must be honest and trustworthy.	Via Youth Connect email 100jobs@youthconnect.com.au
80	Hospitality	Event/hospitality staff	Beaumaris	Casual 15-30 hours includes nights and weekends	award- \$20 - \$25 per hour starting	Must have experience working with the public, Hospitality or retail experience, Must have RSA qualification and drivers license. Ability to work under pressure required. Must be friendly and well presented. Training provided.	Via Youth Connect email 100jobs@youthconnect.com.au