

## Start your own Business with Free Support from Holmesglen NEIS

### **Holmesglen NEIS - Broadmeadows, Sunbury and Craigieburn VIC**

We offer a thorough way to design, plan and approach your business to minimise the risks, and maximise the money you can make in a realistic and interactive suite of programs. Holmesglen NEIS have over 20 years' experience in helping business start-ups.

This is a support service to help you launch your own new business.

It is not just "doing a course" although you may wish to gain the Cert. IV in New Small Business qualification, which can be completed over 12 months.

We offer two ways of helping you start a business:

You can do a 10-day workshop called "**Explore Being My Own Boss**" which helps you work through the questions you have about business ownership and consider your ideas, clarify options, and identify the actions involved. You do not have to start the business after this program, but you of course may wish to do so. It is about clarifying and knowing what is involved in having a business in Australia and is currently done online with lots of interaction and time for discussion.

We also have the "**New Enterprise Incentive Scheme**" program which helps you fully set up and start your business with support from us. You will address legal, financial, operational and marketing planning, which then leads to one year of support through mentoring, monthly "business health checks" and possible NEIS Allowance support. There is also membership of our active and exclusive business alumni.

We help you become successful! This program is also being delivered online, and in a blended, self-paced version as well as being provided face to face locally later in 2021.

Free assistance is available to people wanting to start their own business through generous funding from Dept. Education, Skills and Employment to undertake these programs.

Call 1300 634 748 to find our more information.

[Holmesglen Free Business Support with NEIS](#)

\*eligibility applies

You must be working / have caring duties / be studying less than 25 hours per week

or

On an eligible Centrelink payment such as JobSeeker or Pensions

or

Be a business owner who has their activity affected by COVID-19 and accessed JobKeeper support, and needs to restructure, plan and have mentoring.

## CURRENT VACANCIES {10 December 2020}



PLEASE POST OUR CURRENT VACANCIES FOR YOUR JOBSEEKERS.

Please send **résumés** to [info@melbournenorth.com.au](mailto:info@melbournenorth.com.au) quoting the job ID and **streaming code** (if applicable).

Feedback on referrals can also be obtained by emailing to this address with contact details and the client's name, or by ringing Mike Iaccarino on 9479 5695.

All our vacancies are also posted on MN Joblink, <https://www.mnjoblink.com.au/> which is a jobsite which lists a wide range of vacancies located in Melbourne's North.

(To unsubscribe from NORTH Link updates email us or call 9479 6548.)

NORTH LINK JOB ID: JV110	POSITION: CUSTOMER CONTACT OFFICER (CASUAL)	LOCATION: MILL PARK
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Answer in-bound calls</li> <li>• Providing outstanding customer service and assistance with comprehensive solutions</li> <li>• Opportunity to upskill</li> <li>• Training provided</li> <li>• Fast paced workplace</li> </ul> <p>Available to work up to 38hrs per week, Mon-Fri between 8am and 8pm</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Comfortable with a rotating roster</li> <li>• Proof of Australian Citizenship</li> <li>• Call Centre or customer service experience would be well regarded</li> <li>• Computer competency</li> <li>• Strong desire to learn new skills</li> <li>• Resilience &amp; tolerance</li> <li>• Mindful of the importance of security &amp; confidentiality</li> <li>• Working to key performance indicators</li> <li>• Very good communication skills</li> </ul>

NORTH LINK JOB ID: JV164	POSITION TITLE: CONSTRUCTION LABOURERS & OPERATORS. (SEVERAL POSITIONS)	LOCATION: NORTHERN METROPOLITAN SUBURBS
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Established company doing land sub-divisions, road widening, bridges, etc.</li> <li>• Opportunities for advancement &amp; personal development</li> <li>• Work is physical</li> </ul> <p>Mon-Fri: 7am-5pm; Sat: 7am-1pm \$28/hr casual rate</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Fit and active</li> <li>• Enjoys physical work including in cold environments</li> <li>• Fast paced, continuous work</li> <li>• Strong work ethic</li> <li>• White Card</li> <li>• Driver's licence &amp; own transport</li> <li>• Speaks &amp; understands English</li> <li>• Mature &amp; reliable</li> </ul>

NORTH LINK JOB ID: JV205	POSITION TITLE: WELDER TIG AND MIG (PT-TIME)	LOCATION: CAMPBELLFIELD
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Australia's largest manufacturer &amp; distributor of aluminium profiles</li> <li>• Market leader in supply to fabricators &amp; distributors in the residential, commercial &amp; industrial segments</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Experience in TIG and MIG welding</li> <li>• Primary products welded will be for aluminium applications.</li> </ul>

## CURRENT VACANCIES {10 December 2020}



<b>NORTH LINK JOB ID: JV233</b>	<b>POSITION TITLE: STORES/DRIVER/FORKLIFT (CASUAL)</b>	<b>LOCATION: EPPING</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Melbourne Market</li> <li>Unloading service</li> <li>Internal delivers of fruit &amp; vegetables</li> <li>Driving a Forklift and a truck</li> <li>Document and record information relating to allocation of pallets</li> </ul> <p>Mon-Fri: 5.30am – 1pm &amp; alternate Saturdays Night shift may become available in the future Salary normal hours: \$26.70/hr</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Previous warehouse experience and preferably cool room</li> <li>Stable work history</li> <li>Reliable team player</li> <li>Able to work independently</li> <li>Good communication skills</li> <li>Ability and willingness to learn</li> <li>HR or HC licence</li> <li>Forklift licence &amp; experience</li> <li>Current driver's licence</li> <li>Able to work in a cold environment</li> </ul>

<b>NORTH Link JOB ID: JV257</b>	<b>Position title: Mobile Road Safety Camera Operator</b>	<b>Location: Metro &amp; Regional</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Evaluation and identification of suitable camera set up locations that are free of interference and are in a suitable location to support the prosecutability of images.</li> <li>Advise MRSCO Area Manager and Victoria Police on unsuitable locations.</li> <li>Monitor the location throughout the shift ensuring no physical or electronic interference, relocating if required.</li> <li>Setup and operate all camera equipment in accordance with TOOI and current Police/Government guidelines, company policies and procedures</li> <li>Continuously monitor the status of camera equipment to ensure correct operation</li> <li>Four weeks of full-time paid training with dedicated trainers and ongoing support and mentoring from engaged and passionate leaders.</li> </ul> <p>Flexible to work a 24/7 roster including early mornings, nights and public holidays Flexible to pick up spare shifts at short notice \$Award</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>High level of accuracy and attention to detail</li> <li>Proven ability to strictly follow company policies and procedures</li> <li>Excellent organisational and time management skills</li> <li>Clear communication skills including; verbal and handwritten</li> <li>Demonstrated ability to interact with members of the public to resolve tense situations</li> <li>Significant experience working autonomously</li> <li>Confidently perform well under pressure</li> </ul> <p>Essential requirements:</p> <ul style="list-style-type: none"> <li>A current Victorian Driver's Licence</li> <li>Satisfactory VicRoads Driver History Report</li> <li>Medical and police clearances</li> </ul> <p>Roles available in:</p> <ul style="list-style-type: none"> <li>Melbourne Metro area as well as Bairnsdale, Ballarat, Benalla, Bendigo, Geelong, Hamilton, Horsham, Mansfield, Mildura, Morwell, Sale, Seymour, Shepparton, Stawell, Swan Hill, Wangaratta, Warragul, Warrnambool and Wodonga</li> </ul>

## CURRENT VACANCIES {10 December 2020}



NORTH LINK JOB ID: JV274	POSITION: Electrician - 2nd or 3rd year apprentice	LOCATION: Greenvale
<p>Opportunity:</p> <ul style="list-style-type: none"> <li>• An electrical and data solutions company, working on domestic and commercial projects throughout Melbourne</li> <li>• As an apprentice Electrician, you will continue learn how to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in building and premises</li> <li>• You will also continue to work towards completion of a nationally recognised qualification in Certificate III Electro technology.</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• You must have completed at least 12mths of an Electrician apprenticeship</li> <li>• Must have your own car and licence</li> <li>• Be committed, reliable and motivated</li> </ul>

NORTH Link <b>JOB ID: JV288</b>	<b>Position title: Packing Machine Operator (Evening Shift)</b>	<b>Location: Thomastown</b>
<p><b>Great opportunity for someone who can operate a horizontal wrap flow machine</b></p> <p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Large scale manufacturing bakery</li> <li>• Operating the packing machine</li> </ul> <p>Mon-Fri: Normal Hours 2pm-10pm \$Award</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Able to operate a horizontal wrap flow machine unsupervised</li> <li>• Food industry experience preferred</li> <li>• Able to demonstrate proficiency improvements, preferred</li> <li>• Quick learner with good communication skills</li> <li>• Good work history</li> </ul>

NORTH Link <b>JOB ID: JV295</b>	<b>Position title: Maintenance Assistant /All Rounder</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Food manufacturing company</li> <li>• General maintenance and support around the plant, assist with machine repair, drilling and bolting, general building maintenance: bit of painting, gardening, fix leaking taps, etc.</li> <li>• Some pick-ups and deliveries</li> <li>• Assisting with production, packing &amp; stores</li> </ul> <p>Mon-Fri: 8am and 4pm (flexible) Salary: \$Award</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Hands-on person with mechanical nous</li> <li>• Comfortable doing all sorts of general maintenance work</li> <li>• Flexible, and willing to help out as required</li> <li>• Driver's licence</li> <li>• A handyperson who can demonstrate a history and an interest in fixing and general maintenance</li> <li>• Forklift licence an advantage.</li> </ul>

## CURRENT VACANCIES {10 December 2020}



NORTH LINK JOB ID: JV299	POSITION: CUSTOMER CONTACT OFFICER (CASUAL)	LOCATION: Essendon Fields
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Answer in-bound calls</li> <li>• Providing outstanding customer service and assistance with comprehensive solutions</li> <li>• Opportunity to upskill</li> <li>• Training provided</li> <li>• Fast paced workplace</li> </ul> <p>Available to work up to 38hrs per week, Mon-Sun between 8am and 8pm</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Comfortable with a rotating roster</li> <li>• Proof of Australian Citizenship</li> <li>• Call Centre or customer service experience would be well regarded</li> <li>• Computer competency</li> <li>• Strong desire to learn new skills</li> <li>• Resilience &amp; tolerance</li> <li>• Mindful of the importance of security &amp; confidentiality</li> <li>• Working to key performance indicators</li> <li>• Very good communication skills</li> </ul>

NORTH Link JOB ID: JV301	Position title: Maintenance Mechanic - Food Manufacturing	Location: Fawkner
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• A market leader manufacturing an extensive range of pasta and sauces</li> <li>• Conducting/carrying out preventative maintenance programs on all machinery/equipment</li> <li>• Installation/assembly/modification of new/existing machinery and equipment</li> <li>• Carry out diagnostic testing to ensure system functionality</li> <li>• Maintain and repair machinery including conveyors, pumps, vibrators etc.</li> <li>• Ensure all machinery is aligned and calibrated daily</li> <li>• Reporting on plant KPI's in Safety, Machine Efficiency and Utilisation</li> <li>• Promote and support workplace health and safety</li> <li>• Work with internal stakeholders across the business</li> <li>• Ensure equipment is maintained in good and safe condition</li> <li>• Train, educate, and develop all factory personnel, acting as a role model for at all times</li> <li>• Carry out and assist with problem solving and investigations to improve factory performance</li> </ul> <p>\$38.00 per/hour plus superannuation</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Qualifications in engineering/manufacturing trade preferable</li> <li>• Experience within a food manufacturing environment</li> <li>• Demonstrable decision-making, problem-solving and prioritisation skills</li> <li>• Understanding of Safe work practices</li> <li>• Effective interpersonal skills</li> <li>• Able to work in a fast-paced Environment and multi-task effectively</li> <li>• Sound Computer Skills in MS Word and Excel</li> <li>• Forklift licence (preferred)</li> <li>• Welding (stainless steel), grinding and fitting</li> </ul>

**CURRENT VACANCIES  
{10 December 2020}**



<b>NORTH Link JOB ID: JV304</b>	<b>Position title: Maintenance – Fitter &amp; Turner</b>	<b>Location: Heidelberg West</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• National manufacturer, distributor and supplier to the air conditioning industry</li> <li>• Ensure equipment remains serviceable &amp; fit for purpose</li> <li>• Inspect, troubleshoot, maintain, &amp; repair a range of plant &amp; equipment</li> <li>• Read, understand &amp; work off drawings</li> <li>• Work is challenging &amp; varied, covering programmed maintenance, upgrades &amp; break downs, as well as customized project work</li> </ul> <p>\$ Wage is negotiable depending on experience 38 hours p/wk plus overtime including some Saturday mornings as required</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Qualified Fitter &amp; Turner</li> <li>• Knowledge of hydraulic, pneumatic &amp; mechanical systems</li> <li>• Forklift licence essential</li> <li>• EWP Licence preferred</li> <li>• Ability to meet deadlines</li> <li>• Flexible, energetic &amp; physically fit team player</li> <li>• Work unsupervised &amp; as part of a team</li> <li>• Industrial maintenance experience</li> <li>• Injection &amp; blow moulding equipment &amp; customized machinery experience</li> <li>• Elevated Work Platform licence preferred</li> <li>• Programmable Logic Controller knowledge preferred</li> <li>• Plastic moulding experience preferred</li> </ul>

<b>NORTH Link JOB ID: JV317</b>	<b>Position title: Sales, Marketing, Customer Service Coordinator (0.8)</b>	<b>Location: Broadmeadows</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Not-for-profit social enterprise</li> <li>• Establishing &amp; maintaining professional working relationships with internal &amp; external customers</li> <li>• Managing direct sales</li> <li>• Recording, using a Customer Relationships Management system</li> <li>• Website/contact page administration</li> <li>• Assisting with online leads, quotes &amp; orders administration</li> <li>• Researching, gathering &amp; analyzing relevant data</li> <li>• Supporting sales &amp; marketing</li> <li>• Supporting social impact reporting</li> <li>• Four day week with attractive not-for-profit salary packaging option</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Excellent organizational &amp; administrative skills</li> <li>• Proactive &amp; results oriented</li> <li>• Communicate with a broad range of audiences &amp; online channels</li> <li>• Excellent attention to detail</li> <li>• 3+ year’s experience in customer facing/sales/marketing role in a dynamic sales environment</li> <li>• Experience with MS Office</li> <li>• Experience with social media</li> <li>• Experience with website content systems</li> <li>• Experience in digital product marketing highly desirable</li> <li>• Experience using e-commerce systems (NETO) highly desirable</li> <li>• Experience using Customer Relationship Management systems</li> <li>• Current Working with Childrens check</li> <li>• Minimum of Cert IV in marketing &amp; Communication or relevant tertiary qual.</li> </ul>

## CURRENT VACANCIES {10 December 2020}



NORTH Link <b>JOB ID:</b> <b>JV319</b>	<b>Position title: Parks and Gardens Apprenticeship</b>	<b>Location: Northern &amp; Western Suburbs</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Learn on the job - Full Training Provided</li> <li>• Complete Certificate III in Parks and Gardens.</li> <li>• Attend accredited RTO/TAFE training</li> <li>• Receive ongoing mentoring &amp; support</li> <li>• Receive a weekly wage including entitlements</li> <li>• Become fully qualified gardener</li> <li>• Plant and transplant flowers, shrubs, trees and lawns</li> <li>• Maintain gardens by fertilising and trimming</li> <li>• Prune trees and hedges</li> <li>• Attend to sporting grounds</li> <li>• Operate and install irrigation and drainage systems</li> </ul> <p>Location: North/West Suburbs</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Enjoy practical and mechanical work</li> <li>• Able to undertake manual and heavy work</li> <li>• Able to work outdoors in all sorts of weather conditions</li> <li>• Drivers licence essential</li> <li>• Pre-Apprenticeship preferred</li> <li>• Willing to undertake a Police Check and/or Medical</li> <li>• Genuine interest in parks and gardens</li> </ul>

NORTH Link <b>JOB ID:</b> <b>JV321</b>	<b>Position title: Carpentry - 3rd year Apprentice.</b>	<b>Location: Keilor</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Learn by completing a wide variety of tasks including complete house builds renovations, decks, pergolas and alucobond installation</li> <li>• Complete a 4-year apprenticeship</li> <li>• Gain a nationally recognised Certificate III in Carpentry</li> </ul>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Dedicated &amp; hard working</li> <li>• Willing to learn</li> <li>• Car &amp; current driver's licence</li> <li>• Experience in lockup, fixing and framing is essential</li> </ul>	

NORTH Link <b>JOB ID:</b> <b>JV331</b>	<b>Position title: Beauty Technician /Therapist - Traineeship</b>	<b>Location: Maidstone</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Work for a locally owned beauty business in Maidstone that prides itself on delivering quality beauty therapy services such as Cosmetic Tattooing, Microblading, Eyebrow Tattooing and much more</li> <li>• Learn how to provide a range of beauty therapy treatments and services, including lash and brow treatments, nail services, make-up, and waxing</li> <li>• Communicate with clients to recommend treatments and services and sell retail skin care and cosmetic products</li> </ul>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Reliable</li> <li>• Keen interest in beauty therapy</li> <li>• Well-presented</li> <li>• Licence and reliable transport</li> </ul>	

**CURRENT VACANCIES  
{10 December 2020}**



NORTH Link <b>JOB ID: JV332</b>	<b>Position title: Hairdresser - 1st or 2nd year Apprentice</b>	<b>Location: Keilor</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Work for a boutique style salon located in a shopping strip in Keilor boasting long term clientele</li> <li>• Work as part of a team in a hairdressing environment, including consulting with clients, selling products and services, and designing and applying a broad range of technical hairdressing services</li> <li>• Work towards completing a Certificate III in Hairdressing</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Willing to learn</li> <li>• Genuine interest in hairdressing</li> <li>• Well-presented</li> <li>• Reliable</li> </ul>

NORTH Link <b>JOB ID: JV335</b>	<b>Position title: Packer (Casual)</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Food production facility</li> <li>• Working on the conveyor line packing biscuits into trays, putting trays into wrapping machines and then boxes</li> <li>• Standing all day</li> <li>• Will be working in a team with 4 or 5 others</li> </ul> <p>Mon-Fri: 7am – 3pm. Some overtime available. \$Award</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Preference for previous food industry experience</li> <li>• Very good hand/eye coordination</li> <li>• Punctual and reliable</li> <li>• Sufficient English to follow verbal instructions</li> <li>• Own transport an advantage, but not essential</li> </ul>	



## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV336</b>	<b>Position title: Administration Assistant</b>	<b>Location: Coburg North</b>
<p><b>Opportunity description:</b></p> <ul style="list-style-type: none"> <li>• Client correspondence via phone and email relating to product enquiry and sales</li> <li>• Accepting orders, preparing quotes, raising purchase orders and issuing invoices</li> <li>• Maintaining great ongoing relationships with all stakeholders</li> <li>• Liaising with the workshop to ensure products are ready for delivery/driving an efficient turnaround</li> <li>• Organise the delivery of products</li> <li>• Replenishing of stock and supplies</li> <li>• Filing, labelling, organising, creating job files, as well as other similar duties</li> <li>• Administering of audits/projects</li> <li>• Preparing relevant internal and external documentation</li> <li>• Liaising with internal staff and passing on updates and information to clients</li> <li>• Arranging client/site visits for staff, sending out notifications of planned outages, etc.</li> <li>• Assistance with occasionally updating marketing and other collateral</li> <li>• Client follow up on outstanding invoices</li> <li>• Maintaining a clean and safe workplace</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Attention to detail and ability to multitask</li> <li>• Organised and can utilise time effectively</li> <li>• Ability to work independently</li> <li>• Self-starter with initiative</li> <li>• Excellent oral and written communication skills</li> <li>• Ability to build client rapport and relationships</li> <li>• Detailed understanding of the Microsoft office suite (Microsoft Project is beneficial)</li> <li>• Prior knowledge of accounting processes (Xero) is beneficial</li> <li>• Prior experience in an electrical business is highly advantageous</li> <li>• Knowledge/experience of basic design or marketing is beneficial</li> </ul>

<b>NORTH Link JOB ID: JV338</b>	<b>Position title: Roof Plumber -1st, 2nd or 3rd year apprentice</b>	<b>Location: Clarkefield</b>
<p><b>Opportunity description:</b></p> <ul style="list-style-type: none"> <li>• Work on residential and small commercial roof plumbing projects</li> <li>• Learn all aspects of the trade including installing, maintaining and repairing pipes, drains, mechanical services and related equipment for water supply, gas, drainage and other systems</li> <li>• Gain a nationally recognized qualification - Certificate III in Plumbing</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Comfortable working at heights</li> <li>• Current drivers licence and reliable transport</li> <li>• Honest and reliable</li> </ul>

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV339</b>	<b>Position title: Commercial Cookery 1st year Apprentice x 2</b>	<b>Location: Epping</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Learn to use food preparation equipment, produce dishes using various Cooking methods, use hygienic practices for food safety and help to plan and design basic menus</li> <li>Complete a Certificate III Commercial Cookery</li> </ul> <p>9am - 10pm Monday to Sunday (Rotating roster)</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Current drivers licence and reliable transport</li> <li>Keen, reliable and have a passion for food</li> <li>Must be able to work weekends</li> </ul>
<b>NORTH Link JOB ID: JV340</b>	<b>Position title: Dental Assistant - 1st year trainee</b>	<b>Location: Maidstone</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Role will involve chair side assisting, sterilizing, setting up for each patient, assisting reception when busy, administration and general housekeeping</li> <li>Join a busy and friendly team</li> <li>Complete a Certificate III Dental Assisting</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Friendly and motivated</li> <li>Willing to learn</li> <li>Keen interest in the Dental industry</li> <li>Some dental assisting experience</li> </ul>
<b>NORTH Link JOB ID: JV342</b>	<b>Position title: Hairdressing - 1st 2nd or 3rd year Apprentice X 2</b>	<b>Location: Sunbury</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Work as part of a team in a hairdressing environment</li> <li>Consult with clients, sell products and services, and design and apply a broad range of technical hairdressing services</li> <li>Complete a Certificate III in Hairdressing</li> </ul> <p>Tuesday to Saturday (Working 1 evening per week) \$\$ Award</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Willing to learn, committed and have a genuine interest in the Hairdressing industry</li> <li>Reliable and hard working</li> <li>Own car and licence preferable</li> </ul>
<b>NORTH Link JOB ID: JV343</b>	<b>Position title: Education Support Traineeships</b>	<b>Location: Greensborough</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Assist teaching staff by performing non-teaching duties</li> <li>Assist and participate in learning activities</li> <li>Prepare learning areas and activities</li> <li>Provide individual support to students</li> <li>Provide basic physical and emotional care for students such as toileting, meals and lifting</li> <li>Assist with the preparation of teaching aids and resources</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Strong communication skills</li> <li>Patient and compassionate</li> <li>Mature and sensible</li> <li>Able to follow instruction</li> <li>Able to accept direction and supervision</li> <li>Strong communication skills</li> <li>Patient and compassionate</li> <li>Mature and sensible</li> <li>Able to follow instruction</li> <li>Able to accept direction and supervision</li> </ul>

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV347</b>	<b>Position title: Baker - 1st year apprentice</b>	<b>Location: North West Melbourne</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Learn the skills and knowledge of a baking bread, cakes, pastry within a commercial baking environment</li> <li>Work toward completing a nationally recognised Certificate III Retail Baking</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Willing to learn</li> <li>Committed</li> <li>Reliable and punctual</li> <li>Car and licence preferred but not essential</li> <li>Juniors are encouraged to apply</li> </ul>

<b>NORTH Link JOB ID: JV349</b>	<b>Position title: Travel Consultant - Trainee</b>	<b>Location: Tullamarine</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Work for an international pet transport company dedicated to animal lovers that provides interstate and overseas pet relocation services</li> <li>Learn skills and knowledge to be competent in a range of well-developed retail travel sales and operational skills</li> <li>Build rapport and trust within clients and agents</li> <li>Maintain up to date records in booking travel arrangements</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Ability to multi-task in a fast-paced environment</li> <li>Ability to work autonomously and in a team environment</li> <li>Good computer skills in Microsoft Office (Outlook, Word and Excel)</li> <li>Excellent written and verbal communication</li> <li>Ability to work and meet deadlines</li> <li>Strong attention to detail</li> <li>Genuine interest in pets and a good knowledge of pet breeds</li> <li>Good knowledge of geographical locations in Australia and Internationally</li> <li>Current driver's license with own transport</li> </ul>

<b>NORTH Link JOB ID: JV350</b>	<b>Position title: Business Administration Traineeship</b>	<b>Location: Ivanhoe</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join an accounting firm offering business consulting, tax and compliance, superannuation and financial planning advice</li> <li>Duties include answering phones, mail collection / processing, ATO correspondence, welcoming visitors, collation of work, scanning work papers and general admin assistance</li> <li>Work towards completing a nationally recognised Certificate III Business Administration</li> </ul> <p>9:00am to 5:00pm Monday to Friday \$\$ Junior trainee wages</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Well presented</li> <li>Good communication skills (written &amp; oral)</li> <li>Basic computer skills</li> <li>Excellent customer service</li> </ul>

## CURRENT VACANCIES {10 December 2020}



NORTH Link <b>JOB ID: JV351</b>	<b>Position title: Chef - 2nd or 3rd Apprentice</b>	<b>Location: Eltham</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Work in a Café/Restaurant specialising in all day breakfast and lunch (Dine in and Take Away)</li> <li>• Learn to use food preparation equipment, produce dishes using various cooking methods, use hygienic practices for food safety, and help to plan and design basic menus</li> <li>• Work towards completing a national recognised Certificate III Commercial Cookery</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Genuine passion for the food industry</li> <li>• Willing to learn</li> <li>• Reliable and committed</li> <li>• Recommending Chef apprentices are encouraged to apply</li> </ul>

NORTH Link <b>JOB ID: JV352</b>	<b>Position title: Business Traineeships</b>	<b>Location: Preston</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Support front office staff with administrative functions: data entry, filing, scanning documentation</li> <li>• Respond to phone and online inquiries</li> <li>• Support teachers with admin functions</li> <li>• Arrange couriers and manage incoming and outgoing mail</li> <li>• Attend meetings where required</li> </ul> <p>January 2021 commencement</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Competent ability to operate a computer</li> <li>• Good verbal and written communication skills</li> <li>• Excellent customer service skills</li> <li>• Demonstrate the ability to organise and prioritise tasks</li> <li>• Respect for confidentiality and privacy of client information and files</li> <li>• Willing to undertake a Police Check and Working with Children Check</li> </ul>

NORTH Link <b>JOB ID: JV353</b>	<b>Position title: Experienced Fibreglass Laminator</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Leading company manufacturing horse float roofs, saddle float boxes and dog wash spas and other fibreglass components</li> <li>• Using a Chopper gun, which sprays out fibreglass onto the moulds</li> <li>• Immediate start</li> </ul> <p>Mon-Fri: 6.30am-2.30pm</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Must have experience working with fibreglass</li> <li>• Able to work in an environment with strong odours</li> <li>• Forklift licence would be an advantage</li> <li>• Fit and healthy and able to be on feet the whole day</li> <li>• Some lifting, but usually in pairs for heavy objects</li> <li>• Sufficient English to understand instructions and be able to communicate</li> </ul>

**CURRENT VACANCIES**  
**{10 December 2020}**



<b>NORTH Link JOB ID:</b> <b>JV354</b>	<b>Position title: Forklift Driver/Storeperson</b>	<b>Location: Coolaroo</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Well-established manufacturer of processed, cooked, refrigerated and frozen foods</li> <li>Australian owned industry leader</li> <li>Full-time permanent position</li> <li>Picking and dispatch outgoing goods</li> <li>Receiving incoming goods, check for damage, temperature checks, weight &amp; discrepancies between goods &amp; invoice</li> <li>Most work is in a fridge or freezer environment</li> <li>Adhere to safe warehouse systems, policies &amp; procedures</li> <li>Maintain a clean, safe &amp; orderly environment</li> <li>Conduct regular stock takes on all products</li> <li>Work in a small team and prioritise work to meet daily delivery schedules</li> <li>Use of emails and computers to load orders into the system</li> <li>Filling out paperwork</li> <li>Allocating stock for production</li> <li>Allocating batch numbers of raw materials for production &amp; stock</li> <li>Immediate start</li> </ul> <p>M-F: 5.30am – flexible depending on workload</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Formal training in warehousing and/or logistics is preferred</li> <li>Provide current police check</li> <li>Medical Check</li> <li>Forklift licence &amp; experience</li> <li>Excellent English communication skills, verbal &amp; written</li> <li>Reliable with a good work ethic</li> <li>Follow safe work instructions &amp; food safety policies</li> <li>Neat &amp; tidy personal presentation</li> <li>Physically fit to do labouring tasks</li> <li>Leadership &amp; problem-solving skills</li> <li>Passion to continually raise the standard</li> <li>Computer skills</li> <li>Knowledge &amp; experience using RF Scanner</li> <li>Ability to work under pressure</li> </ul>

<b>NORTH Link JOB ID:</b> <b>JV355</b>	<b>Position title: Food Handler</b>	<b>Location: Coolaroo</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Australian owned industry leader</li> <li>Food manufacturing – cooked meats: pork, chicken, duck</li> <li>Packing</li> <li>Oven racking</li> <li>Cleaning, weighing</li> <li>Adhering to food handling procedures &amp; processes</li> <li>Full-time long term employment</li> </ul> <p>M-F 6-7am with varying finish time around 1-3pm</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Food handling experience</li> <li>Food handling training preferred</li> <li>Able to speak English</li> <li>Willing to process cooked meats including: pork, chicken and duck</li> <li>Police check and medical</li> <li>Ability to work under pressure</li> </ul>

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV356</b>	<b>Position title: Plumber – 3rd or 4th year Apprentice</b>	<b>Location: Oak Park</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a plumbing company that specialises in plumbing maintenance</li> <li>Learn or continue to learn all aspects of the trade including installing, maintaining and repairing pipes, drains, mechanical services and related equipment for water supply, gas, drainage and other systems</li> <li>Work towards completing a Certificate III –Plumbing</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Current drivers licence and own reliable transport</li> <li>Live within a maximum of 30 – 40 minutes from Oak Park</li> </ul>

<b>NORTH Link JOB ID: JV357</b>	<b>Position title: Fitter and Turner – 1st to 4th year Apprentice</b>	<b>Location: Bundoora</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a busy team</li> <li>Duties include fitting and assembling Aerospace and Defence components</li> <li>Work towards a nationally recognised Certificate III (Fitting and Turning)</li> </ul> <p>7.30am to 4pm Monday to Friday</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Committed</li> <li>Reliable and hard working</li> <li>Open to all age groups</li> </ul>

<b>NORTH Link JOB ID: JV358</b>	<b>Position title: Electrician – 2nd or 3rd year Apprentice</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a team with experience in Solar PV, battery systems, PV/Wind powered solar pumping or automation systems</li> <li>Complete a Certificate III in Electro-Technology</li> <li>Learn how to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in building and premise</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>White card</li> <li>Car and current drivers licence</li> <li>Willing to attain a working at heights and elevated platform certificate</li> </ul>

<b>NORTH Link JOB ID: JV359</b>	<b>Position title: Carpenter - 2nd year Apprentice</b>	<b>Location: Wollert</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a business working on new builds, specialising in lock up and fix</li> <li>Learn all aspects of the trade including complete house builds from frame to lockup, renovations, decks and pergolas</li> <li>Complete a 4-year apprenticeship whilst gaining a nationally recognised Certificate III in Carpentry</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Car and current drivers licence</li> <li>Physically fit</li> <li>Willing to work and learn</li> </ul>

**CURRENT VACANCIES**  
**{10 December 2020}**



<b>NORTH Link JOB ID: JV360</b>	<b>Position title: Automotive Apprenticeship</b>	<b>Location: Preston</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Become a qualified Motor Mechanic</li> <li>• Service vehicles and brake repairs</li> <li>• Using diagnostic equipment to identify faults</li> <li>• Remove &amp; replace engines, gearboxes &amp; transmissions</li> <li>• Tyre repairs &amp; rotations</li> </ul>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Drivers licence (P's accepted)</li> <li>• Pre-Apprenticeship (preferred)</li> <li>• Willing to undertake a Police Check and/or Medical</li> <li>• Genuine interest in light vehicle mechanical technology</li> </ul>	

<b>NORTH Link JOB ID: JV361</b>	<b>Position title: Furniture Upholsterer</b>	<b>Location: Airport West</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• To join an Australian made quality furniture manufacturer</li> <li>• Join a tight knit, busy &amp; passionate team</li> </ul> <p>Salary: Dependent on skills and experience</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Qualified or experienced Upholsterer</li> <li>• Enthusiastic and dedicated</li> <li>• Willingness to take ownership &amp; responsibility</li> <li>• Willingness to work in a team environment</li> <li>• Prepared to take direction &amp; follow instructions</li> <li>• Be punctual &amp; reliable</li> </ul>	

<b>NORTH Link JOB ID: JV362</b>	<b>Position title: Maintenance/All Rounder</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Food manufacturing company</li> <li>• General maintenance and support around the plant, fixing tools, bit of painting &amp; gardening, etc.</li> <li>• Do some pick-ups and deliveries</li> <li>• Assisting with production, packing &amp; stores</li> </ul> <p>Mon-Fri Salary: \$ Dependent on skills and experience</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Hands-on person with mechanical nous</li> <li>• Comfortable doing all sorts of general maintenance work</li> <li>• Flexible, and willing to help out as required</li> <li>• Driver's licence</li> <li>• A handyperson who can demonstrate a history and an interest in fixing and general maintenance</li> </ul>	

<b>NORTH Link JOB ID: JV363</b>	<b>Position title: Mechanical Fitter – 1st or 2nd year Apprentice</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Learn all aspects of manufacturing truck bodies, flat trays, tilt-slide trays</li> <li>• Learn to install a variety of accessories including towbars, lighting, and toolboxes</li> </ul> <p>Monday-Friday: 7.30am to 4pm</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Keen and reliable</li> <li>• Great work ethic</li> <li>• Driver's licence and own transport</li> </ul>	

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV364</b>	<b>Position title: Hairdresser - 1st year apprentice</b>	<b>Location: Ivanhoe</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a hairdressing salon who are passionate about creating beautiful hair using top quality products</li> <li>Consult clients, sell products and services, and design and apply a broad range of technical hairdressing services</li> <li>Work towards completing a nationally recognised Certificate III in Hairdressing</li> </ul> <p>\$\$ - Junior apprentice wages apply</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Passion for the hairdressing industry</li> <li>Willing to learn</li> <li>Committed and reliable</li> </ul>

<b>NORTH Link JOB ID: JV365</b>	<b>Position title: Cabinet Making/Joinery – 3rd or 4th year Apprentice</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a company that are proud to create a wide range of bespoke design kitchens, bathrooms, laundries, bedroom cabinetry, living and home office spaces</li> <li>Perform a range of furniture making skills at trade-level including the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Currently in the 3rd or 4th year of your apprenticeship</li> <li>Driver's licence and own transport</li> <li>Own tools preferable</li> </ul>

<b>NORTH Link JOB ID: JV366</b>	<b>Position title: Electrical Apprentice 2<sup>nd</sup> or 3<sup>rd</sup> Year</b>	<b>Location: Keysborough</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Good career and earning potential</li> <li>Join a booming industry</li> <li>Permanent full-time position, immediate start</li> <li>A young close-knit team looking to add value with experience &amp; reliable professionals</li> </ul> <p>Mon-Fri: 7.30am – 3.30-4pm \$\$: Up to \$25/hr</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li><b>Experience in solar preferred</b></li> <li>Current driver's licence</li> <li>Takes initiative</li> <li>Able to work in a team</li> </ul>

<b>NORTH Link JOB ID: JV367</b>	<b>Position title: CEC Electrician</b>	<b>Location: Greensborough</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a booming industry</li> <li>Opportunity to run your own teams immediately</li> <li>Permanent full-time</li> <li>Great reward and career evolution</li> <li>One of Australia's leading electrical companies</li> </ul> <p>Mon-Fri: 7.30am – 3.30-4pm \$\$: Up to \$50/hr</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li><b>Must have CEC accreditation</b></li> <li>Fully qualified A-Grade Electrician</li> <li>Current driver's licence</li> <li>Working with Heights and Elevated Work Platform licence (or willing to obtain)</li> <li>Strong ability to manage installation targets and stocks</li> <li>Able to work in a team</li> <li>Experienced and reliable</li> </ul>



## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV368</b>	<b>Position title: A-Grade Electrician</b>	<b>Location: Greensborough</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a booming industry</li> <li>• Opportunity to run your own team immediately</li> <li>• CEC accreditation opportunity</li> <li>• Permanent full-time</li> <li>• Great reward and career evolution</li> <li>• One of Australia's leading electrical companies</li> <li>• Working with an installation team</li> </ul> <p>Mon-Fri: 7.30am – 3.30-4pm \$\$: Up to \$40/hr</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• <b>Must have solar experience</b></li> <li>• Fully qualified A-Grade Electrician</li> <li>• Current driver's licence</li> <li>• Working with Heights and Elevated Work Platform licence (or willing to obtain)</li> <li>• Strong ability to manage installation targets and stocks</li> <li>• Able to work in a team</li> <li>• Motivated and reliable</li> </ul>

<b>NORTH Link JOB ID: JV369</b>	<b>Position title: Floor Technology - 1st year apprentice</b>	<b>Location: Ivanhoe</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a family owned timber floor refinishing business, specialising in both commercial and domestic floor sanding and polishing</li> <li>• Learn the skills and knowledge required to perform flooring technology, including preparing flooring surfaces, polishing floors and installing timber flooring</li> <li>• Work towards completing a nationally recognised Certificate III in Flooring Technology</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Willing to learn</li> <li>• Must be physically fit (due to some manual lifting)</li> <li>• Committed and reliable</li> <li>• Current drivers licence</li> </ul>

<b>NORTH Link JOB ID: JV370</b>	<b>Position title: Plumbing – 2nd, 3rd or 4th year Apprentice</b>	<b>Location: Coburg</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a team with a reputation of providing high quality plumbing services to new commercial, industrial and residential builds</li> <li>• Learn all aspects of the trade including installing, maintaining and repairing pipes, drains, mechanical services and related equipment for water supply, gas, drainage and other systems.</li> <li>• Gain a nationally recognised Certificate III in Plumbing.</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Car &amp; driver's license</li> <li>• Must be in the 2nd, 3rd or 4th year of a plumbing apprenticeship</li> </ul>

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV371</b>	<b>Position title: Warehousing Trainee</b>	<b>Location: Campbellfield</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a team that is the leading manufacturer of anti-corrosion coatings that including liquid epoxies, petrolatum tapes, mastics, bitumen tapes, butyl tapes, hot applied tapes, and a full line of marine pile protection systems</li> <li>Gain a Certificate III in the Warehousing and Storage Industry</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Reliable transport</li> <li>Must be fit &amp; healthy as the position will require some manual lifting</li> <li>Forklift license (preferred)</li> <li>Experience working with Microsoft excel and outlook (preferred)</li> </ul>

<b>NORTH Link JOB ID: JV372</b>	<b>Position title: Parts Interpreter Apprenticeship</b>	<b>Location: Campbellfield</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Identify the make, model and variations of motor vehicles and automotive equipment</li> <li>Order parts from warehouse and external suppliers</li> <li>Process cash/credit transactions</li> <li>Collect, pack, dispatch or deliver ordered parts</li> <li>Assist customers in repairing or replacing parts</li> <li>Work full time for 4 years whilst completing a 'Certificate III in Automotive Sales'</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Enjoy administrative work</li> <li>Good communication and sales skills</li> <li>Organised approach to work</li> <li>Interested in motor vehicle parts and their functions</li> <li>Drivers licence (preferred)</li> <li>Pre-apprenticeship (preferred)</li> <li>Willing to undertake a Police Check and/or Medical</li> <li>Genuine interest in automotive sales</li> </ul>

<b>NORTH Link JOB ID: JV373</b>	<b>Position title: Auto Electrical Apprenticeship</b>	<b>Location: Campbellfield</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Be trained on the job by qualified and passionate technicians and attend trade school to become a fully qualified Auto Electrician</li> <li>Diagnose electrical problems with heavy vehicles and machinery</li> <li>Use and maintain electrical test equipment in an automotive workshop</li> <li>Installing new wiring systems</li> <li>Interpretation wiring diagrams</li> <li>Service Automotive Electrical parts</li> <li>Apply Knowledge of petrol and diesel engine operation</li> <li>Diagnose and repair starting and charging systems</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Good technical aptitude</li> <li>Ability to problem solve</li> <li>Good communication skills</li> <li>Organised approach to work</li> <li>Interested in becoming a qualified Auto Electrician</li> <li>Drivers licence (preferred)</li> <li>Pre-apprenticeship (preferred)</li> <li>Willing to undertake a Police Check and/or Medical</li> <li>Genuine interest in auto electrical</li> </ul>

**CURRENT VACANCIES  
{10 December 2020}**



NORTH Link <b>JOB ID: JV374</b>	<b>Position title: Business Traineeship</b>	<b>Location: Epping</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Work full time for 12 months whilst completing a Certificate III in Business</li> <li>• Support a busy team with administrative functions: data entry, filing, scanning documentation</li> <li>• Collect and distribute mail/deliveries, manage stationery supplies and process invoices</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Competent ability to operate a computer</li> <li>• Good verbal and written communication skills</li> <li>• Enthusiastic and a team player</li> <li>• Excellent customer service skills</li> <li>• Demonstrate the ability to organise and prioritise tasks</li> <li>• Willing to undertake a Police Check and/or Working with Children Check</li> <li>• Genuine interest in administration</li> </ul>

NORTH Link <b>JOB ID: JV375</b>	<b>Position title: Aged Care - Personal Care Assistants</b>	<b>Location: North/East</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Assist clients living at home on package to enhance their quality of life</li> <li>• Delivering high quality care to all clients, representing our clients to the best of your ability</li> <li>• You will be provided with a full induction, PPE and resources to complete your work to a high standard</li> <li>• <b>PCA's will be informed of what best practice looks like to ensure your own safety and the safety of the residents you care for</b></li> </ul> <p>Ongoing shifts available Monday to Sunday across North/East starting immediately</p> <p>Salary: \$28.29 p/hr plus penalties</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Passionate about helping people</li> <li>• Flexible availability and willingness to travel</li> <li>• 6 months paid experience in a home care support worker role or 12 months paid experience in a home care/aged care facility support worker role</li> <li>• Certificate III in Aged Care/Disability/HACC (or relevant qualification)</li> <li>• Driver's licence &amp; access to your own insured car</li> <li>• First Aid and CPR certificates</li> <li>• Proof of flu vaccination (or willing to obtain)</li> <li>• You will also be willing to undergo police and Working with Children Checks, as well as providing 2 recent managerial references</li> <li>• <b>Take reasonable care for their own health and safety</b></li> <li>• <b>Take reasonable care for the health and safety of persons who may be affected by the acts or omissions at a workplace</b></li> <li>• <b>Co-operate with your employer with respect to any action taken by the employer to comply with a requirement imposed by or under the OHS Act</b></li> </ul>

## CURRENT VACANCIES {10 December 2020}



NORTH Link <b>JOB ID: JV376</b>	<b>Position title: Aged Care – Home Care Cleaners</b>	<b>Location: North/East</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Assist clients living at home on package with domestic cleaning</li> <li>Delivering high quality cleaning to all clients, representing our clients to the best of your ability</li> <li>You will be provided with a full induction, PPE and resources to complete your work to a high standard</li> <li><b>Cleaners will be informed of what best practice looks like to ensure your own safety and the safety of the residents you care for</b></li> </ul> <p>Ongoing shifts available Monday to Sunday across North/East starting immediately</p> <p>Salary: \$28.29 p/hr plus penalties</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>Passionate about helping people</li> <li>Flexible availability and willingness to travel</li> <li>6 months paid experience in a home care cleaning role or 12 months paid experience in a home care/aged care facility cleaning role</li> <li>Driver's licence &amp; access to your own insured car</li> <li>Proof of flu vaccination (or willing to obtain)</li> <li>You will also be willing to undergo police and Working with Children Checks, as well as providing 2 recent managerial references</li> <li><b>Take reasonable care for their own health and safety</b></li> <li><b>Take reasonable care for the health and safety of persons who may be affected by the acts or omissions at a workplace</b></li> <li><b>Co-operate with your employer with respect to any action taken by the employer to comply with a requirement imposed by or under the OHS Act</b></li> </ul>	
NORTH Link <b>JOB ID: JV377</b>	<b>Position title: General Hand</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Well established leading horse float manufacturer</li> <li>Cutting, preparing &amp; fitting of the outer panels to new horse float frames</li> <li>Some lifting of sheet metal</li> </ul> <p>M-F: 7am – 4pm. Some overtime</p> <p>\$20/hour</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>Read a tape measure</li> <li>Use electric and air hand tools such as: drills, riveters, nibblers, etc.</li> <li>Operate a guillotine and hydraulic folder</li> <li>Able to follow instructions communicated in English</li> <li>Driver's licence and own transport preferred</li> </ul>	
NORTH Link <b>JOB ID: JV378</b>	<b>Position title: Health Administration Trainee</b>	<b>Location: Brunswick</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>Join a busy team as a Health Administration Trainee</li> <li>Duties include customer service, data entry, filing and the use of multiple office programs</li> <li>Work towards completing a nationally recognised Certificate III – Health Administration</li> </ul> <p>Monday to Friday: 9am-5pm</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>Mature minded</li> <li>Reliable</li> <li>Great work ethic</li> </ul>

**CURRENT VACANCIES  
{10 December 2020}**



<b>NORTH Link JOB ID: JV379</b>	<b>Position title: Bricklayer/Blocklaying Apprentice</b>	<b>Location: Reservoir</b>
<b>Opportunity description:</b> <ul style="list-style-type: none"> <li>Join a friendly team as a Bricklayer/ Blocklaying Apprentice</li> <li>Learn skills of the trade such as laying bricks and blocks, construct walls, stairs, corners, piers and columns\</li> <li>Work towards completing a nationally recognised Certificate III – Bricklaying/Blocklaying</li> </ul>		<b>Requirements:</b> <ul style="list-style-type: none"> <li>Own car and licence</li> <li>Physically fit</li> <li>Reliable and hard working</li> <li>Willing to learn</li> </ul>

<b>NORTH Link JOB ID: JV380</b>	<b>Position title: Dental Assistant Trainee</b>	<b>Location: Coburg</b>
<b>Opportunity description:</b> <ul style="list-style-type: none"> <li>Role involves chair side assisting, sterilizing, setting up for each patient, assisting reception when busy, administration and general housekeeping</li> <li>Work towards completing a nationally recognised Certificate III in Dental Assisting</li> </ul>		<b>Requirements:</b> <ul style="list-style-type: none"> <li>Friendly</li> <li>Motivated</li> <li>Willing to learn</li> <li>Work well in a team environment</li> <li>Keen interest for the Dental industry</li> <li>Car licence and live locally (prefferable)</li> </ul>

<b>NORTH Link JOB ID: JV381</b>	<b>Position title: Business Traineeship</b>	<b>Location: Northcote</b>
<b>Opportunity description:</b> <ul style="list-style-type: none"> <li>12 month, full-time Business traineeship supporting the Human Resources team</li> <li>Provide efficient and accurate administrative support to the HR team</li> <li>Assist with maintaining all HR records, files, registers and databases, as well as HR forms and templates</li> <li>Assist with all aspects of the employee lifestyle (onboarding, variations &amp; exits)</li> <li>Prepare HR documents (letters &amp; contracts)</li> <li>Assist with answering employees queries about HR-related issues</li> <li>Generate HR reports and collate HR data to produce regular and ad-hoc HR metrics reporting</li> <li>Assist with payroll tasks as required</li> </ul>		<b>Requirements:</b> <ul style="list-style-type: none"> <li>Competent ability to operate a computer</li> <li>Strong verbal and written communication skills</li> <li>Enthusiastic and a team player</li> <li>Strong attention to detail</li> <li>Demonstrate the ability to organise and prioritise tasks</li> <li>Respect for confidentiality and privacy of client information and files</li> <li>Willing to undertake a Police Check and/or Working With Children Check</li> <li>Genuine interest in administration</li> </ul>

## CURRENT VACANCIES {10 December 2020}



NORTH Link <b>JOB ID: JV383</b>	<b>Position title: Laundry Operator</b>	<b>Location: Fitzroy</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Clothing laundry</li> <li>• Brushing clothing on a mannequin up and down using a suspended brush</li> <li>• Repetitive work</li> </ul> <p>Mon-Thurs: 7.30am – 4.15pm</p> <p>\$Award</p> <p>Immediate start</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Fit &amp; active to work in a fast-paced environment</li> <li>• Need to be over 5 feet 5 inches tall to operate the machines</li> <li>• Diligent and reliable</li> <li>• Experience and understanding of laundry process techniques</li> <li>• Experience in dye house production</li> <li>• Prior experience in denim industry (not essential)</li> <li>• Leadership skills</li> </ul>	

NORTH Link <b>JOB ID: JV384</b>	<b>Position title: Electrician - 1st, 2nd or 3rd year Apprentice</b>	<b>Location: Lalor</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Work for an electrical company in the Melbourne Metropolitan area</li> <li>• Install solar panels on both residential and commercial buildings and undertake other general electrical work</li> <li>• Learn how to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in building and premises</li> <li>• Work towards completion of a nationally recognised qualification in Certificate III Electro technology</li> </ul>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Physically fit</li> <li>• Willing to learn</li> <li>• Reliable and committed</li> <li>• White Card</li> <li>• Car and licence</li> <li>• Comfortable working at heights</li> </ul>	

NORTH Link <b>JOB ID: JV385</b>	<b>Position title: Plumbing – 3rd or 4th year Apprentice</b>	<b>Location: Coburg</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a company with a reputation of providing high quality plumbing services to new commercial, industrial and residential builders</li> <li>• Learn all aspects of the trade including installing, maintaining and repairing pipes, drains, mechanical services and related equipment for water supply, gas, drainage and other systems</li> <li>• Gain a nationally recognized Certificate III in Plumbing</li> </ul>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Car and licence</li> <li>• Must be in the 3rd or 4th year of a plumbing apprenticeship</li> </ul>	

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV386</b>	<b>Position title: Parts Interpreter - 1st year apprentice</b>	<b>Location: Campbellfield</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a company that independently services the Road Transport and Earthmoving industries through the supply of parts, repair of equipment, provision of accident assistance, and sale of Earthmoving machines and Complete Prime Movers</li> <li>• The Parts Interpreter apprenticeship includes tasks such as sales, stock control and administration of the groups parts</li> <li>• Learn how to identify parts and components, carry out storage and stock control procedures, receive and file orders for parts, invoice preparation and organising dispatch</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Must be able to plan time and work under pressure</li> <li>• Good communication skills</li> <li>• Punctual</li> <li>• Able to work well in a team and show initiative</li> </ul>

<b>NORTH Link JOB ID: JV387</b>	<b>Position title: Information Technology Traineeship</b>	<b>Location: Coburg</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a team as an Information Technology Trainee with a Primary School</li> <li>• Troubleshoot hardware, software and networking issues</li> <li>• Assist with the set-up of Laptops, Notebooks and Tablets</li> <li>• Respond to queries relating to printers/scanners/photocopiers</li> <li>• Assist users with technical support for all devices</li> <li>• Install new Software</li> <li>• Explain to users how to use new products</li> <li>• Assist IT Technician with device configuration</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Strong computer skills</li> <li>• Strong written and verbal communication skills</li> <li>• Logical thinker</li> <li>• Technical aptitude</li> <li>• Genuine desire to pursue a career in IT</li> <li>• Willing to undertake a Police Check and Working with Children Check</li> <li>• Able to work 5 days per week</li> </ul>

<b>NORTH Link JOB ID: JV388</b>	<b>Position title: Roof Plumber - 1st year apprentice</b>	<b>Location: Fawkner</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Join a plumbing business that is currently seeking a Roof Plumbing apprentice to kick start their career</li> <li>• Learn all aspects of the trade including installing, maintaining and repairing pipes, drains, mechanical services and related equipment for water supply, gas, drainage and other systems</li> <li>• Work towards completing a nationally recognised Certificate III in Plumbing</li> </ul>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Own car and licence</li> <li>• Willing to learn</li> <li>• Committed</li> <li>• Comfortable working at heights</li> </ul>

## CURRENT VACANCIES {10 December 2020}



<b>NORTH Link JOB ID: JV389</b>	<b>Position title: Hairdressing – 3rd or 4th year Apprentice</b>	<b>Location: Eltham</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Work as part of a team in a hairdressing environment</li> <li>• Communicate with others, consult clients, sell products and services, and design and apply a broad range of technical hairdressing services</li> <li>• Work towards completing a nationally recognized Certificate III in Hairdressing</li> </ul> <p>Tues – Sat: Hours variable</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Willing to learn</li> <li>• Well-presented</li> <li>• Great communication skills</li> <li>• Reliable</li> <li>• Own car (preferable)</li> </ul>

<b>NORTH Link JOB ID: JV390</b>	<b>Position title: Packer/Operator</b>	<b>Location: Campbellfield</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Aluminium Supplier</li> <li>• Packing aluminium</li> <li>• Physical work</li> <li>• Scope to progress to operating the Extruding Press</li> </ul> <p>Mon-Fri: Rotating Shifts, 6am – 2pm; 2pm-10pm; &amp; 10pm-6am \$Above Award</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Previous factory experience preferred</li> <li>• Willingness to learn and progress</li> <li>• Able to communicate in English</li> <li>• Fit and active, able to lift up to 20kg</li> <li>• Have the nous to learn new things</li> <li>• Forklift licence would be highly regarded.</li> </ul>

<b>NORTH Link JOB ID: JV391</b>	<b>Position title: Maintenance Assistant</b>	<b>Location: Thomastown</b>
<p>Opportunity description:</p> <ul style="list-style-type: none"> <li>• Food manufacturing company</li> <li>• Maintaining bakery manufacturing equipment</li> </ul> <p>Mon-Fri Salary: \$Award</p>		<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Hands-on person with mechanical nous</li> <li>• Some background in fitting and turning would be useful</li> <li>• Able to do some basic welding, mainly stainless steel</li> <li>• Comfortable doing machine maintenance</li> <li>• Driver’s licence</li> </ul>



**NORTH Link**

**MERRY CHRISTMAS  
and  
HAPPY NEW YEAR 2021**

**from Michael and Christine**

Thank you for supporting our program.  
We look forward to working with you in the new year.

Our Jobs Victoria department will be closed from  
21st December 2020 and reopening on 11th January 2021.

