

The **Engage Community + industry** project is delivered by NORTH Link and supported by the Victoria State Government through Jobs Victoria.

PERMANENT PART-TIME AND FULL-TIME EMPLOYMENT OPPORTUNITIES

- To find out more, please get in touch with Diane Sardo (Engage Program Manager) on 0407 362 357 or d.sardo@latrobe.edu.au

VACANCY ID	POSITION	SUBURB
EN010	Online Pick-Packer (In-store)	Various
EN011	Factory Worker/Packer	Brooklyn
EN012	Forklift Operator	Brooklyn
EN013	Depot Administrative Assistant	Dandenong
EN015	Warehouse Stores Person	Dandenong
EN016	Warehouse Store Person	Dandenong
EN017	Warehouse Assistant/Driver	Keysborough
EN020	Warehouse Staff	Somerton
EN021	Driver	Epping
EN022	Storeperson	Campbellfield
EN023	Truck Driver (MR)	Tullamarine
EN024	Truck Driver - Afternoon Shift	Sunshine West
EN025	General Maintenance	Various
EN026	Labourer/Yard Assistant	Dandenong
EN027	Warehouse Storeperson	Dandenong
EN028	Retail Postage Sorter	Dandenong
EN029	Property Administration Officer	
EN030	Tenancy Assistance and Advocacy Program Worker	Northern Suburbs
EN031	Maintenance Person	Collingwood
EN032	Entry-Level Construction Estimator	Canterbury
EN033	Gardener (Lawn Mowing)	West Melbourne
EN034	Concreter	
EN035	Labourer/fencer trainee	West Melbourne

JOB ID: EN010	ONLINE PICK-PACKER (IN-STORE)	Location: Various
<p>Opportunity: The primary purpose of this role is to ensure accurate processing and timely dispatch of online orders. Responsibility includes stock reconciliation.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Receive and check incoming pick tickets • Retrieve orders according to colour, size and quantity and etc. accurately • Process orders in accordance to systematic procedure • Wrap & pack orders • Assess quality and return stock correctly in a timely manner • Keep records of completed orders • Stock processing, transfers and deliveries • Maintain equipment and report on malfunctions • Adhere to health & safety policies and quality standard <p>Job Type: Full-time- Salary: \$23.00 – \$24.00 per hour</p> <p>Schedule: Rotating roster</p> <p>Supplemental pay types: Commission & Performance bonus</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Must have at least 1+ years experience in a pick & packer role in a similar environment (In-Store) or in a warehouse • Diligent and punctual • Great attention to detail • English fluency is a must have requirement • Computer literacy • Good physical strength and stamina • Clear communication skills, both written and verbal • Must have full work-rights in Australia

JOB ID: EN011	FACTORY WORKER/PACKER	Location: Brooklyn
<p>Opportunity: If you don't mind working in a cool environment around raw & cooked meats, then this role is for you!</p> <p>You will be working for a well-known company and the largest producer of meats and smallgoods in the Southern Hemisphere.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Be able to work with all types of raw meats (Beef, Pork & Lamb) • Multiple positions available with no experience needed! • Must be physically fit • Must be able to do heavy lifting if needed (up to 30kg) • Comfortable working in the cold • Forklift license is a bonus however it is not required 		<p>Requirements:</p> <ul style="list-style-type: none"> • Must have your own vehicle • Must be fully vaccinated

JOB ID: EN012	Forklift Operator	Location: Brooklyn
<p>Opportunity: If you don't mind working in a cool environment around raw & cooked meats, then this role is for you!</p> <p>You will be working for a well known company and the largest producer of meats and smallgoods in the Southern Hemisphere.</p> <p>Schedule:</p> <ul style="list-style-type: none"> • 8 hour shift • Day shift • Monday to Friday • Morning shift <p>Salary: \$25.65 – \$32.00 per hour</p> <p>Supplemental pay types:</p> <ul style="list-style-type: none"> • Overtime pay 		<p>Requirements:</p> <ul style="list-style-type: none"> • Must have your own vehicle • Must be fully vaccinated <p>Licence/Certification:</p> <ul style="list-style-type: none"> • Forklift Licence (Preferred) • Driver Licence (Preferred)

JOB ID: EN0013	Depot Administrative Assistant	Location: Dandenong
<p>Opportunity: Seeking a Professional Depot Administrative assistant to be part of our growing team.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conduct site safety depot walks weekly and organize replenishments for spill kits • Updating and maintaining safety and fleet management system (Skytrust & Gearbox) • Preparation of relevant documentation & paperwork for First aid / Site incidents • Arrange medical bookings for new starters • Conduct new driver Inductions from a powerpoint presentation and assisting in onboarding of new employees • Assistance in depot payroll and loading maintenance invoices into an accounts payable software • Adhoc admin/customer service duties as required <p>\$55,000 - \$60,000 a year</p> <p>Full Time - Monday to Friday (9:00 am to 5:00 pm)</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • The ability to work under pressure and prioritise and work to timeframes • You must be highly organized with strong administration skills • To be able to identify opportunities to improve existing practices, you are process and procedural driven • Excellent verbal/written communication skills • Able to work independently and as part of a team • First Aid Certificate if possible if not we will put you through the course once you start

JOB ID: EN0015	Warehouse Stores Person	Location: Dandenong
<p>Opportunity: As a stores person, your primary responsibilities will include:</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Receiving and dispatching goods • Picking and packing orders • Cutting cable • Conducting inventory management • Operating a forklift • Ensuring that the warehouse is clean, safe and organized • Maintaining accurate records of stock levels and movements 		<p>Requirements:</p> <ul style="list-style-type: none"> • A forklift license is essential • Strong attention to detail and accuracy • Good communication skills • The ability to work independently and as part of a team • A positive attitude and a willingness to learn

JOB ID: EN0016	Warehouse Store Person	Location: Dandenong
<p>Opportunity: A leading wholesale alcohol supplier in Dandenong South is currently searching for a dedicated and driven Warehouse Store Person to join our dynamic team.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Picking and packing orders with accuracy. • Loading and unloading deliveries. • Ensuring the efficient operation of all general warehouse duties. • Maintaining a clean, safe, and organized work environment. • Covering delivery driving duties when required. <p>Full time \$27 - \$29 an hour</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • A valid forklift license. • A clean driving history. • Strong attention to detail with good organizational skills. • Ability to work both independently and in a team. • Good communication skills. • Ability to frequently lift and move heavy products.

JOB ID: EN0017	Warehouse Assistant/Driver	Location: Keysborough
<p>Opportunity: We are currently seeking to employ a Full Time Warehouse Assistant/Driver for our warehouse. You will report directly to the company's Operations Manager in this role.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Picking and packing orders accurately and efficiently • Ensure an efficient warehouse operation • Maintain a high level of organization, safety, and cleanliness • Receiving and unpacking containers and pallets • Unpacking and sorting of stock and promotional material • Delivery Driving (van) • Walkie Stacker use • General Duties <p>\$55,000 - \$60,000 Full time</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Driver's License

<i>JOB ID: EN0020</i>	Warehouse Staff	Location: Somerton
<p>Opportunity: Immediate start in our Somerton Furnishing Fabric warehouse. Specific training will be provided to the successful applicant with scope for advancement.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Duties include unloading containers • Customer order processing • Pick/packing of fabric rolls <p>Full Time</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • LF & LO Forklift Licenses preferred but not essential.

<i>JOB ID: EN021</i>	Driver	Location: Epping
<p>Opportunity: The position provides an opportunity for someone to enjoy a stable position with job security, whilst working with a friendly close-knit team.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Customer service • Delivery of stock to customers on-site • Supplier pickups and drop-offs • Some heavy lifting and manual lifting • Taking orders over the phone with confidence • General warehouse duties such as • Forklift operation • Housekeeping • Picking & and packing orders accurately and promptly • Stock re-ordering • Receiving and storage of supplier goods. <p>Full time Mondays - Fridays 7:30 am to 5:00 pm Saturday (every 2nd) 8:00 am to 12:00 pm \$55,000-\$60,000/annum</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Physically capable and fit • Able to follow instructions and work unsupervised • Ability to work in a team environment • High customer service standards • Must possess a "can do" attitude • Punctual & reliable • Have safety as a focus during work • Well presented • Excellent work ethic • Current manual driver's license mandatory • Understanding and using the PROSTIX computer system the company uses

<i>JOB ID: EN022</i>	Storeperson	Location: Campbellfield
<p>Opportunity: Are you a skilled store person with a good forklift and pallet strapping skills looking for a secure permanent role? If so, read on and apply!</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Receiving, booking in, loading, and booking out of the products they distribute • Safe manual handling and pallet strapping <p>Full time Immediate opportunity</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Forklift license • Reasonable level of fitness

JOB ID: EN023	Truck Driver (MR)	Location: Tullamarine
<p>Opportunity: Seeking MEDIUM RIGID truck drivers...for multidrop deliveries.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Completing your daily safety check • Scanning, manually packing loose loads onto your truck • Completing deliveries <p>Part time or full time Job security – Permanent positions available Part time - let's discuss what hours suit? Full time - 10am start time to commence (potential for future 8am starts if you are looking overtime) Full time - 1 x RDO per month 12% Superannuation Free Onsite parking Uniform provided</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Medium Rigid (MR) licence (multi drop/PUD experience advantage) • Ability to lift up to 30kg – we assess this at a medical check before you start to ensure you're safe on the job • Fitness to be comfortable jumping in and out of your truck all day, hand packing or unloading at each drop • Excellent geographical knowledge of Melbourne and surrounds • Good planning and organizational skills and basic numerical skills

JOB ID: EN024	Truck Driver - Afternoon Shift	Location: Sunshine West
<p>Opportunity: Safely loading your truck with cages for delivery. Completing your own daily vehicle safety check. Driving our modern trucks between our operational centers and customers, for deliveries and pick-ups. Returning to our operational centers to unload pick-ups.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Safely loading the truck with cages for delivery • Completing your own daily vehicle safety check • Driving our modern trucks between our operational centers and customers, for deliveries and pick-ups • Returning to our operational centres to unload pick-ups 		<p>Requirements:</p> <ul style="list-style-type: none"> • Be an Australian Citizen or Permanent Resident • Hold a minimum HR vehicle license • Be safety-focused and understand the importance of the chain of responsibility • Have a customer-centric mindset and effective communication skills • You will need to meet our safe working load limit of weighing 120 kg or less • Be fit enough to load and unload parcels of all different shapes, sizes, and weights • Be prepared to provide a driving history report, undergo a pre-employment medical and drug/alcohol screening and national police checks

JOB ID: EN025	General Maintenance	Location: Various locations
<p>Opportunity: If you would like to work as a maintenance person with Mcdonalds', this is the opportunity for you.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Maintaining the general cleanliness and repair of the restaurant • Janitorial duties, cleaning the equipment of the restaurant, some minor handyman responsibilities • Maintaining the surroundings of the restaurant, including gardens and lawns. • Overall quality of work within QSC&V (e.g. follows procedures). • Actively demonstrates M.A.C.C.A.S to ensure the customer's needs are put first. • Adherence to Safety & Security Policies & Procedures. • Actively follows policies including but not limited to Respectful Workplace, social media, Appearance & and Cash Policy. • Demonstrates a high level of punctuality. 		<p>Requirements:</p> <ul style="list-style-type: none"> • Previous experience in general maintenance is required.

JOB ID: EN026	Labourer/Yard Assistant	Location: Dandenong
<p>Opportunity: The Labourer/Yard Assistant supports the Organics Processing Division & Site Manager in maintaining the site and production performance, quality and housekeeping standards.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assists with the decontamination of organics materials received on site • Decontaminate the material so it can be sent off-site for further processing into a range of gardening products • Cleaning, grounds maintenance, gardening, etc. to support efficient & and safe operations of the facility 		<p>Requirements:</p> <ul style="list-style-type: none"> • Ability to follow process and protocols on Safety standards, essential • Experience in a similar role desirable but not essential • Good communication skills • Strong time management skills • Attention to detail • Ability to work unsupervised or in a team environment • 'Can do' attitude and team player

JOB ID: EN027	Warehouse Storeperson	Location: Dandenong
<p>Opportunity: We currently have an opportunity for a full time, permanent Store person to join our nationally recognised client based in Dandenong South. You will be working as part of a high performing team responsible for completing a wide range of warehouse duties.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Pack and unpack items to be stocked on shelves. • Always follow OH&S standards and operating in a safe manner. • Maintaining the warehouse ensuring stock is accessible and stored correctly. • Picking and packing orders • Prepare and maintain records and reports of inventory. • Physical fitness to lift to 25kg when needed in a safe manner. • Disposing of defective stock correctly • Maintain a high level of service to all internal and external customers. • Operating a forklift <p>Monday - Friday (7:30am to 3:30pm) Permanent role \$55,000 per annum (Above award/industry salary on offer) Training and development to ensure you are set up to succeed. Our client looks at attitude and work ethic over skillset.</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Previous warehouse experience • Must have an LF forklift license • A strong work ethic and a good attitude and desire to form part of a high performing team.

JOB ID: EN028	Retail Postage Sorter	Location: Dandenong
<p>Opportunity: Working in one of our Business Hubs as a Retail Postage Sorter Revenue Protection, you will be streaming and checking mail and parcels. Your part of a team where you will work together, and individually, to ensure that mail and parcels are lodged and charged correctly.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Lift up to 16kg of mail and/or parcels on a repetitive basis • Be able to stand for the duration of your shift • Be customer-focused and be able to work collaboratively with your team to deliver solutions • Be fast and efficient • Demonstrate appropriate Occupational Health and Safety practices within the workplace <p>Permanent Part Time - 15 Hours Per week (3pm - 6pm) Monday to Friday</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Friendly, enthusiastic, and reliable • Love the balance of working in a team environment and autonomously • Motivated by the opportunity to help make a difference to community • Call upon your memory and hand-eye coordination while sorting • Be fit to lift up to 16kgs of mail regularly and stand for your shift

JOB ID: EN029	Property Administration Officer	Location: CBD/Hybrid
<p>Opportunity: Property Administration Officer will work collaboratively as part of a team that is responsible for the efficient and effective management of Uniting's property portfolio.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Manage the administration of property changes, updates, acquisitions, make-goods and disposals and ensure our asset listing and filing is always accurate and complete. <p>Job type: Full-time / 12 months</p> <p>\$60,000</p> <p>Closing Date: 22 Sep 2023</p>	<p>Requirements:</p> <ul style="list-style-type: none"> Experience with data management processes and administration, noting an attention to detail and accuracy in data management and documentation Experience in property administration, real estate, or related fields Strong knowledge of lease administration processes and property management principles Advanced MS Excel skills Experience in data visualization tools such as MS Power BI is desirable but not mandatory. Fully vaccinated against COVID Willing to obtain a Police check 	

JOB ID: EN030	Tenancy Assistance and Advocacy Program (TAAP) Worker x3	Location: Northern Suburbs
<p>Opportunity: The TAAP Worker will provide a quality tenancy assistance service to clients in private rental accommodation who are financially disadvantaged or victims of family violence.</p> <p>Job type: Full-time</p> <p>Closing Date: 19 Sep 2023</p>	<p>Requirements:</p> <ul style="list-style-type: none"> Demonstrated capability in tenancy management of public, private or community rental properties Sound knowledge of residential tenancy legislation. Well-developed knowledge of the housing sector, vulnerable and financially disadvantaged clients such as asylum seekers, victims of Family Violence, older people and Culturally and Linguistically Diverse individuals and groups. Demonstrated experience in collaboratively liaising with community, government, and other stakeholders, including developing and maintaining stakeholder relationships. Sound knowledge of the Residential Tenancies Act and excellent written and verbal communication. Fully vaccinated against COVID. Willing to obtain a Police check 	

JOB ID: EN031	Maintenance Person x2	Location: Collingwood
<p>Opportunity: Leading family-owned property maintenance company is looking to hire Maintenance Workers to work in North Richmond, Flemington, and North Melbourne Public housing towers.</p> <p>The company has several contracts with The Department of Family Fairness and Housing. You will be the go-to person for any of the day- to-day maintenance requirements at the housing estates. Excellent working environment and employment stability. The ideal candidate will advance within the organization.</p> <p>Full time</p> <p>Pay rate \$30/h</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Experience as a Maintenance Person • Able to use power tools • Ability to use a Smart Phone • Having your own power tools will be an added advantage. • Driver's Licenses Strongly desired • Police Check Mandatory • Social Housing or Public housing preferred

JOB ID: EN032	Entry-Level Construction Estimator	Location: Canterbury
<p>Opportunity: A Leading Construction Company is looking to hire a Entry Level Construction estimator.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Analyse blueprints, specifications, and other documentation to prepare time, cost, and Labor estimates. • Collaborate with subcontractors, engineers, and architects during the estimation process. • Evaluate the cost-effectiveness of products or services. • Prepare and submit financial estimates to management and clients. • Assist in the negotiation of contracts and bids. • Maintain current knowledge of market trends and construction costs. <p>Full time award rate</p>		<p>Requirements:</p> <ul style="list-style-type: none"> • Diploma in Construction Management, Civil Engineering, or related field is preferred. • Strong analytical and mathematical skills. • Excellent communication skills, both written and verbal. • Proficiency in Microsoft Office Suite and estimating software. • Ability to work well in a team environment. • Willing to obtain a Police check • Fully vaccinated against COVID 19

JOB ID: EN033	Gardener (Lawn Mowing)	Location: West-Melbourne
<p>Opportunity: Renowned Property Maintenance company based in West Melbourne is looking to hire a Gardener for Lawn Mowing.</p> <p>Responsibilities:</p> <p>As Lawn Mower, your primary responsibility will be to provide professional lawn mowing services to customers at various locations within a designated area. Vehicle and fuel provided with the flexibility to start the day from home.</p> <p>Start time: 8am – 4.30pm</p> <p>Full time award rate</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Valid manual driver's license preferred. • Experience in lawn mowing and maintenance preferred. • Proficiency in operating and maintaining different types of mowing equipment. • Physical stamina to handle the demands of outdoor work in various weather conditions. • Willing to obtain a Police check • Fully vaccinated against COVID 19 	

JOB ID: EN034	Concreter	Location: Preston
<p>Opportunity: Family-owned business based in Preston is looking to hire a Concreter. This Company maintains Department of Housing properties when required.</p> <p>Responsibilities:</p> <p>As a Concreter, you will play a crucial role in, small pathway repairs, and some larger concrete works such as driveways etc.</p> <p>\$66,000-\$70,000</p> <p>Full time position</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Previous experience mandatory • Current Victorian or Australian driver's license • Supply your own battery operated and hand tools which the company would maintain when needed. • Willing to obtain a Police check • Fully vaccinated against COVID 19 • Good attention to details • Positive attitude 	

JOB ID: EN035	Labourer/fencer trainee	Location: West Melbourne
<p>Opportunity: Looking for a labourer/trainee fencer, the company will train this person to become a fencer. Fencers erect and repair fences and gates. Day-to-day laying out fence lines and marking positions for post holes lifting and positioning fence posts in holes and securing posts with concrete, stone fill and soil forming fence frames constructing and attaching gates to fences stretching materials between fence posts constructing wooden paling, fibre- cement and metal fences repairing and demolishing existing fences.</p> <p>Mon-Fri 8.30am to 5.30pm</p> <p>Salary \$61,532.64/year inc. super per annum</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Currently living in Social or Public housing • No Experience required. • Good attention to details • Willingness to work outdoors. • Willing to obtain a Police check • Fully vaccinated against COVID 19 • Positive attitude 	