

# **11 English Studies JOB Ads**

**‘Achieving Through English’**

**2023**

Look through the following ads in this booklet. Pick the job that interests you the most. This is the advert that you apply for. It will be incredibly helpful when writing your cover letter.

**Trainee Welder**

Excellent opportunity to gain a trade  
with a modern local company.

Salary \$37,000 plus super.

4 days a week at work 8am-4pm.

One day a week release for TAFE training.

No welding experience necessary.

Must be able to demonstrate ability to use machinery.

**Applications to:**

**Manager: Aldo Pirelli**

218 Hoxton Park Road,  
Hoxton Park, NSW, 2170.

**PH: 9608 2244**

**Sunshine Childcare Centre**

**Childcare Assistant**

Enthusiastic, reliable and confident person sought.

Applicant must have good rapport with children  
and will be required to work closely with staff and parents.

Applicants must have a current

Working with Children Check.

First Aid Accreditation is preferred.

There is an opportunity to study full time  
and to work towards a Certificate in IV Childcare.

4 days a week 7.30am-3pm.

**Salary \$38,000 per year.**

**Applications to: Manager: Jillian Kerr**

73 Park Road, Casula, NSW, 2170.

**PH: 9601 5522**

**Quick Stop Convenience Store**

**Part Time Retail Assistant**

15 hrs a week 5pm-8pm

No formal qualification necessary

as we provide training and uniforms.

Duties will include using the POS system,  
restocking items, and cleaning the coffee machines.

Must have good communication skills  
and be able to provide exceptional customer service.

**Applications to: Manager: Ricki Singh**

55 Camden Valley Way  
Casula, NSW, 2170. **PH: 9601 7171**

## **Pickpacker/Storeperson**

Randstad

Ingleburn NSW 2565

### **Permanent/Temporary**

### **Full job description**

Randstad is currently looking for pick packers, assemblers & forklift operators for a tractor parts warehouse located in Ingleburn. On offer is a Monday to Friday role starting at 8:24AM and finishing at 5PM with an hourly rate ranging anywhere from \$28.50-\$30 depending on what role you're best suited to. If you are interested to start work and gain a strong position in the warehousing industry feel free to apply for this role.

### **The duties of the role will include:**

- Forklift operation - loading and unloading
- Picking and packing orders
- Handling of goods in stock
- General stock take when needed
- Moving goods in the warehouse
- Wrapping and stacking of products
- General aid to the factory/warehouse
- Assembling different tractor parts

### **The successful applicant will have:**

- LF Licence is desired
- Background in warehousing is highly beneficial
- Attention to detail
- Good accuracy
- Ability to work in fast paced environment
- Immediate start for the right person

### **Benefits of the role:**

- Opportunity for growth within the company
- Opportunities to receive overtime
- Gain quality experience within the industry
- Work with a supportive Culture

If you believe you are the right person for the role, please send an email with a copy of your resume to [tori.collins@randstad.com.au](mailto:tori.collins@randstad.com.au) At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.

## **Receptionist - Job post**

Parramatta NSW

Salary

**\$70,000 a year**

Job Type

**Full-time**

### **Full Job Description**

- Opportunity to get into Real Estate with no experience
- Career-progression available into Sales or Property Management
- Fun, All-rounder support role
- Market leader in West Sydney
- Kickstart your real estate career
- Monday to Friday role
- To \$70,000 package
- Close to Pendle Hill station

### **Our client**

This is your opportunity to join a fantastic Real Estate Agency of 40+ strong staff who have an exemplary customer-service record and an excellent reputation in the market. You will hold a pivotal position as the first point of contact in the business, and a general support to the team.

### **Duties**

- Take and address calls to the business
- Greet visitors to the office and assist with queries
- Maintain the office (presentation and supplies)
- Provide administrative support to the team

### **Specific requirements**

- Whilst our client doesn't require Real Estate industry experience, you will have a strong desire to work in the industry
- Receptionist or admin experience
- Chinese language skills

### **Benefits**

- Great opportunity to get into the industry
- On-the-job training
- Parking provided
- Company promotes from within, so excellent career-growth opportunities

**[Sharon Bennie - Specialist Property Recruitment](#)**

0413 381 381

## **Warehouse Dispatch & Receiving Assistant - Gregory Hills**

**Full job description**

- **Full Time** Role with Australia's Ultimate Tool Shop
- Ongoing Product Training in Market Leading Brands like Bosch, Makita, Milwaukee.
- Join a Growing Business and Make a Difference in the Exciting Tools Industry.

Total Tools Gregory Hills is looking for a Full Time Warehouse Dispatch & Receiving Assistant , who has a real passion for tools & trades. This is an exciting opportunity for you to utilize your current skills and experience within a growing and diverse business.

This position will suit an organized and detail-orientated person, ideally with previous experience using an inventory system. You will have great communication skills, with the ability to build relationships with a variety of stakeholders. **Previous goods receiving experience is essential to exceed in this role.**

#### **What will you be doing?**

- Receiving and storing goods, whilst maintaining a safe working environment
- Monitoring and overseeing inventory control
- Supporting customer queries and offering solutions
- Maintaining store storage and ensuring a safe and organized warehouse

#### **Does this sound like you?**

- Previous receiving and warehousing experience
- Methodical and well organized
- Has worked with, understands, and has a passion for tools
- Enthusiastic, highly motivated, and a phenomenal teammate
- Dedicated to providing exceptional customer service
- Comfortable with technology - computer literacy is a must
- Available for weekdays, weekends, and some public holiday work
- Experience using a walkie stacker/forklift (with a current forklift license)

#### **Why work for us?**

For 30 years, Total Tools has operated as the ultimate tool shop, delivering the right tools and advice for our customers, who are building the future! We are the first choice for trade quality tools and best of all, most of our nationwide stores are locally owned and operated.

Our operating model is one that respects and invests in our team and customers. We live by our values- One Team, Own it & Get it Done, Customer First & Be the Difference!

We also offer:

- Competitive wages, with a Monday-Friday roster
- Ongoing product training in market leading brands like Bosch, Makita, Milwaukee, and many, many more
- Commitment to ongoing job security, development, and growth

All that is left to do is to apply to join the Total Tools team!

Total Tools is a proud equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All hiring decisions are based upon skills, qualifications, and merit.

Only applicants with valid working rights in Australia will be considered for this position.

**Type:Retail Store - Receiving / Warehouse**

**Category: Retail & Consumer Products**

**Reference ID:NH000056 Date Posted:19/02/2023**

**Coles Supermarket Team Member**

Wetherill Park NSW 2164

## **Part-time**

### **Full Job Description**

It takes the connection of team members in many different roles to run more than 800 supermarkets across Australia. Whether you're in-store or delivering to a customer's door, life in-front or behind the shelves is fast, and it's fun. Joining Coles Supermarkets means you'll belong in a team of diverse personalities, cultures, backgrounds and beliefs, just like the local communities we serve. Each day brings a variety of valuable first-hand experiences and with the formal training we give you, you'll gain skills that set you up for an ongoing career at Coles Group and beyond.

### **About the role**

Could you be our next Fresh Produce Team Member? Be the friendly face at the start of our customers' shopping experiences and inspire them with your fresh produce display skills. We're one of Australia's most iconic and trusted businesses – and we're on the lookout for awesome team members. With over 120,000 people working across more than 2,500 retail outlets, we provide fresh food, groceries, general merchandise, liquor and fuel to millions of people every week.

### **About you and your skills**

- A commitment to providing great customer experiences by working with enthusiasm, energy and pace
- To know your stuff, as you'll be a go-to person for customer queries
- To be active – you'll be on your feet for long periods of time and may require some moderate to heavy lifting and reaching
- The availability to work flexible hours across our store trading days (including early mornings, evenings and weekends)

### **Keen as a bean? Just lettuce know**

If you like the sound of us, get growing and apply now. We encourage applications from people of all ages, cultures (including Aboriginal and Torres Strait Islander peoples), abilities, sexual orientation and gender identities. We're happy to adjust our recruitment process to support candidates with disability. Find out more in the 'Our Recruitment Process' section of our careers site.

### **Safer together**

We're committed to providing a safe environment for our team members and our customers. As part of that commitment, you will need to be vaccinated against COVID-19 before joining the team at Coles, unless you're medically exempt. You'll also need to disclose your COVID-19 vaccination status as part of your application (and possibly provide further evidence of your vaccination status). Thanks for applying, and for your understanding.

## **Customer Service Team Member - Customer Facing (Call Centre & Customer Service)**

Hume Building Products

Sydney NSW

**Full time**

With origins from Sydney, our business was founded in 2002 where Hume began supplying to local fit out companies, installers and contractors. From the beginning, we as an organisation have always valued reliability and best service, and we strive to package that as part of the customer experience.

Hume is now a well-established business in the building materials sector, with 8 stores supplying an extensive range of building materials to NSW and VIC. We want to meet people who truly understand what it means to better the customer experience, from the showroom visit all the way through to delivery.

The strength of our Customer Service team has consistently been built on solid training, trust building, and quality leadership. We are looking to bring fresh talent to the team and currently have Customer Service Team Member positions available across our NSW stores.

### **Benefits**

- Formal training
- Opportunity to fast track your career
- On-site parking
- Hume branded uniforms
- Team member discount

### **Your Main Duties**

- Greeting and assisting walk in customers
- Taking orders over the phone
- Generating orders in our ERP system
- Generating customer order picking slips and tax invoices
- Assisting customers with their enquiries
- Building and maintaining strong relationships with our customers
- Cash handling, office administration, and clerical duties
- Replenishing and merchandising of products in our stores/showroom
- Tasks as required by the Supervisor across the showroom and warehouse grounds

### **What You Can Bring**

- Face to face customer service experience is imperative
- Can demonstrate patience with customers by being understanding
- Can-do attitude and willing to go the extra mile
- Resilience and advanced problem-solving ability
- Excellent memory to learn our extensive product range
- Savvy working with computer systems

### **Working Hours**

Our business hours of operation are:

- Monday to Friday from 6:00am to 5:00pm
- Saturday from 6:00am to 3:00pm

**➔ CONTINUE NEXT PAGE.....**

Shifts worked are based on a rotating roster.

### **How to Apply**

If you are motivated to work hard and have a strong work ethic plus a "can do" attitude, please apply and upload a current CV. If you are shortlisted, we will contact you for a confidential discussion.

### **Employer questions**

Your application will include the following questions:

- Are you an Australian or New Zealand Citizen?
- Are you authorised to work in Australia?
- Are you of Aboriginal or Torres Strait Islander descent?
- Which of the following statements best describes your right to work in Australia?
- Are you flexible with your work location?
- Are you flexible with your working hours?
- Do you have customer service experience?
- Which of the following Microsoft Office products are you experienced with?
- Do you own or have regular access to a car?
- What is your expected annual salary?
- If offered this position, how soon could you start?
- I agree with the conditions outlined in the Hume Building Products Privacy Policy.

### **Real Estate Traineeship**

#### [Belle Property Pymble](#)

Due to growth Belle Property Pymble are looking for a motivated, energetic and determined individual who is excited about starting their career in real estate. As a trainee, you will assist across various aspects of both real estate sales and property management.

With quality training, processes and procedures in place, this is a rare chance to start your career and obtain your real estate licence with the support you need to succeed.

To be successful in this role, you will ideally demonstrate:

- Reliable car/drivers licence
- Excellent phone manner
- Corporate presentation
- An eye for attention to detail
- Strong computer skills
- Organized, reliable and be willing to take on a diverse range of tasks

To apply, please send a covering letter with your CV to Ed Hallam [ed.hallam@belleproperty.com](mailto:ed.hallam@belleproperty.com)  
All applications will be handled in the strictest of confidence.

***ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.***

### **Industrial Painter :Painters & Sign Writers (Trades & Services)**

**SUTTON ENGINEERING GROUP NSW PTY LTD**

St Marys, Sydney NSW

**Full time**



\$30 - \$35 per hour

Posted 5d ago

Sutton Engineering Group is located in St Marys NSW has specialized in steel fabrication for over 40 years and offers a wide variety of services to the Construction, Mining, Automotive and Manufacturing Industries.

We are seeking a motivated Industrial Painter to fill a full time position in our medium to heavy fabrication business.

### **What we can offer you**

- A friendly supportive and fun working environment
- 7am - 3pm Monday - Friday (flexible working arrangements)
- Enjoy working close to home in St Mary's
- Paying up to \$35 + super depending on experience
- Well equipped workshop with overhead cranes and modern equipment
- Work alongside industry professionals and be mentored to grow your knowledge

### **Key Responsibilities**

- Paint finished products and components using wet spray facilities
- Experience in similar position including spray painting using air and airless power spray painting gun
- Daily stock takes in paint products and equipment
- Ensuring standard of work is of high quality and completed in a timely manner
- General production work and assisting the team as required
- Undertake general housekeeping duties within the workshop environment
- Carry out maintenance checks on equipment
- Comply with WHS policies and procedures

### **To be successful in this role, you will have**

- Knowledge and experience in various painting techniques
- Proficient verbal and written communication skills
- Access to own vehicle or reliable methods of transport
- Current Australian Driver's License

### **Competencies - Desirable**

- Trade qualifications
- Forklift license
- High risk work license
- Elevated Work Platform tickets
- Working at height ticket
- MR Drivers Licence