**Traditional Trades**

* **Industry:** General Electrical
* **Target employee:** Women
* **Tone of voice:** Informal

**How to use this template:**

* Areas highlighted in **red** are customisable fields – enter the finer details of your available position or choose the suggested options that best represent your specific needs.
* Remember that including examples of who you are and what you do in the form of video links, images or links to online workplace policies/ samples of your work is an effective and valuable way to personalise your business and attract the candidate you wish to employ.
* **Refer to our Best Practice Job Ad Tips for** [**specific advice here**](https://skillsroad.com.au/content/dam/nswbc/skillsroad/employer-pages/employer-job-ad-templates/best-practice-tips-attracting-women-to-your-business.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

Welcome to your new team!

[Insert business name here] is a family oriented/ up-and-coming/ passionate/ well-established business with more than 15 years’ worth of electrical experience in the [insert area] community. We make our customers’ lives easier by delivering quality work, fostering good working relationships as we go.

We know that a valued and strong team makes all the difference, so we work hard to create a culture where all our people can flourish and grow towards their career goals.

We’re proud of the following projects:

* Insert any projects or awards here

This is an entry-level apprentice role based in [insert area here].

[ADD A COMPANY VIDEO HERE, OR LINKS TO PRESS/ COMPANY POLICIES YOU’D LIKE TO DISPLAY]

Ready for an exciting and rewarding career opportunity? Let’s get to it!

**ROLE SUMMARY**

We’re looking for an entry-level apprentice in General Electrical Services. This role involves:

* Participating in electrical work and competency development activities
* Applying Occupational Health and Safety regulations, codes and practices in the workplace
* Fabricating, assembling and dismantling utilities industry components
* Solving problems in d.c. circuits
* Fixing and securing electrotechnology equipment
* Using drawings, diagrams, schedules, standards, codes and specifications
* Documenting and applying measures to control OHS risks associated with electrotechnology work
* Solving problems in single and three phase low voltage machines
* Solving problems in single and three phase low voltage electrical apparatus and circuits
* Arranging circuits, control and protection for general electrical installations
* Solving problems in electromagnetic devices and related circuits
* Solving problems in low voltage a.c. circuits
* Installing low voltage wiring and accessories
* Installing appliances, switchgear and associated accessories for low voltage electrical installations
* Verifying compliance and functionality of low voltage general electrical installations
* Terminating cables, cords and accessories for low voltage circuits
* Selecting wiring systems and cables for low voltage general electrical installations
* Trouble-shooting and repairing faults in low voltage electrical apparatus and circuits
* Developing and connecting electrical control circuits
* Applying environmentally friendly and sustainable procedures in the energy sector
* Providing quotations for installation or service jobs
* Diagnosing and rectifying faults in d.c. electrical apparatus and circuits
* Providing advice on effective and energy efficient lighting products
* Trouble shooting single phase input D.C. power supplies

**ABOUT YOU**

While each member of our team is hand-picked for their personal attributes and how their skills complement those of their co-workers, we’re not afraid to think outside the box if a potential team member has skills that can help us grow in a new direction. We are willing to be flexible and work with you in the areas you need support.

We need someone with a good head for all things electrical: even if you’re not a muscle-bound giant but you do have an ear for a strange ping or fizz that shouldn’t be there, we want to hear from you! If the role sounds like you even if you don’t tick all the boxes below, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Be enthusiastic about all things electrical
* Commit to a general electrical apprenticeship
* Be motivated to learn
* Interact and provide feedback during meetings with team members
* Be customer-service oriented
* Be safety conscious in all things
* Be reliable and punctual
* Have a Certificate in xxx
* Have a Diploma in xxx
* Have access to a reliable source of transport
* Be accredited for xxx
* Interact and provide feedback during meetings with team members
* Have a valid Australian Working Visa
* Have a valid driver’s licence

**DESIRED SKILLS**

We’d like you to:

* Love learning
* Have good communication skills
* Have a positive attitude
* Manage your time well
* Have basic admin skills
* Be able to work without supervision
* Be passionate about plumbing
* Be adaptable
* Be reliable and punctual
* Be motivated to learn
* Be growth-oriented
* Be self-motivated
* Be able to work without supervision
* Be honest and hardworking
* Be keen to complete an apprenticeship/ traineeship

**BENEFITS**

A great team is what makes [insert business name] tick. We know that your talent, expertise and passion adds value to our business, which is why we offer a range of perks to help you flourish:

* Support for career growth and development through mentorship and structured training opportunities
* Flexible working options: work/life balance is important!
* An industry-leading wage package including superannuation, annual leave, sick leave and carer’s leave
* Maternity/ paternity leave
* A safe, supportive environment
* Access to company transport vehicle and/or tools
* Sick Leave
* Annual Leave
* Carer’s Leave
* Mentorship and coaching opportunities
* Work from home, depending on role and needs
* Easy access to public transport hubs, including [insert details here]
* A culturally diverse workplace – we celebrate difference
* Access to day-care/childcare facilities

**INTERNAL CULTURE**

At [insert business name here, we value our diverse team and want them to feel supported and safe to flourish in their work. That is why we actively support and work towards:

* Pay equity
* A sustainable, green workplace, because we care about our people and our planet
* Giving back to the community by supporting causes / charities such as xxxx.
* Empowering women by [insert details here]
* Empowering Indigenous Australians by [insert details here]
* Following ethical business practices such as [insert details here]

We do not tolerate any discrimination, harassment or bullying on the grounds of gender, sexual orientation, language, race, colour, age, cultural background, religion or physical or mental disability. Our workplace is a respectful, supportive environment for all team members.

We are open and transparent about who we are and encourage discussion on issues that affect our employees. When you become part of our team, you become part of our family.

Feel like this might be the beginning of a wonderful career relationship? Send your resumé and cover letter to xxxx by close of business on xxxx.