**Manufacturing**

* **Industry:** General Manufacturing
* **Target employee:** Women
* **Tone of voice:** Formal

**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**

[Company name here] is a well-established/ rapidly growing/ growth-oriented/ supportive/ vibrant/ culturally diverse [insert field here] business located in [insert details here].

We focus on providing [insert field here] solutions to a wide/ focused range of customers in industrial/ residential/ commercial/ public spaces and take pride in the successful delivery of a range of projects in [insert area here]. Customer satisfaction is important, but we also work to foster positive, meaningful working relationships with our clients.

We know that a good 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.

Some of the projects/ awards we are most proud of include: [insert in bullet points below]

Continuous growth has led to a position for a full-time/ part-time/ trainee/ apprentice role based in [insert details here].

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

**ROLE SUMMARY**

[Business name here] needs an apprentice/ trainee in [insert field here] to:

* Support your team to complete a range of projects in-house/ on-site, focusing on [insert details here]
* Work with a team to complete projects in [project details here]
* Master key [insert field here] skills while learning on the job
* Develop, design and coordinate on [project details here] projects
* Provide input on projects
* Engage in internal and external stakeholder management
* Use your practical experience to deliver projects on spec
* Identify and resolve issues, where necessary
* Provide professional and high-quality service to our clients

**The role involves:**

* Participating in environmentally sustainable work practices
* Applying quality standards, systems and procedures
* Working safely
* Processing and recording information
* Performing production packaging
* Identifying equipment faults
* Providing work skill instruction
* Facilitating a team
* Using structured problem-solving tools
* Performing inspection
* Picking and processing order
* Applying quick changeover procedures
* Performing manual production assembly
* Applying Just in Time procedures
* Applying 5S procedures
* Performing tasks to support production
* Identifying and minimising environmental hazards
* Handling goods
* Undertaking minor maintenance
* Managing conflict at work
* Participating in continuous improvement
* Performing engineering measurements
* Performing computations
* Applying principles of occupational health and safety in the work environment
* Planning to undertake a routine task
* Planning a complete activity
* Organising and communicating information
* Working with others in a manufacturing, engineering or related environment
* Interacting with computing technology
* Assisting in the provision of on the job training
* Participating in environmentally sustainable work practices
* Performing routine oxy acetylene welding
* Carrying out mechanical cutting
* Performing manual heating and thermal cutting
* Applying fabrication, forming and shaping techniques
* Assembling fabricated components
* Performing routine manual metal arc welding
* Welding using manual metal arc welding process
* Performing advanced welding using manual metal arc welding process
* Welding using gas metal arc welding process
* Repairing/replacing/modifying fabrications
* Performing geometric development
* Performing routine gas tungsten arc welding
* Performing routine gas metal arc welding
* Selecting welding processes
* Applying safe welding practices
* Interpreting technical drawing
* Marking off/out structural fabrications and shapes
* Using hand tools
* Using power tools/hand held operations
* Using workshop machines for basic operations
* Undertaking manual handling

**ABOUT YOU**

The right team is important, as it’s what makes us strong and able to flourish as a business. We are looking for a mix of skills and personal attributes that will help us grow in new ways.

Please note: while the ability to do often challenging physical work will benefit you in this role, we do offer support and training to develop the right techniques to make it easier and will consider adapting the scope or focus of the role if reasonably required.

**ESSENTIAL SKILLS**

The ideal candidate will have:

* An interest in learning and growing in the [insert field here] industry.
* Have completed a [insert qualification here]
* Sound knowledge of Australian building standards and codes
* Relevant industry skills and background
* Experience liaising with clients
* Experience in a similar position
* Experience managing internal relationships
* Have a Certificate in xxxxxx
* Have a Diploma in xxxx
* Have xxx years’ worth of experience
* The drive to commit to a [insert trade] apprenticeship/ traineeship
* Good communication skills
* A valid driver’s licence and/or own transport
* A reliable source of transport
* Have accreditation in xxxx
* An awareness of safety procedures
* Your own [insert desired tools here] tools

**DESIRED SKILLS**

Our ideal candidate will:

* Be reliable and punctual
* Be able to take initiative and produce outcomes
* Be able to collaborate effectively in a team setting
* Be able to suggest and carry out practical actions to deal with issues
* Have good communication skills, written and oral
* Be sensitive to clients’ needs
* Can develop warm client relationships
* Be growth-oriented
* Be adaptable
* Be articulate
* Be comfortable leading teams
* Be honest and hardworking
* Be motivated and willing to learn
* Be willing to complete an apprenticeship
* Be willing to complete a traineeship
* Have a passion for teamwork
* Be able to work without supervision
* Be self-motivated
* Be well organised
* Have a keen eye for detail
* Be professional
* Have a positive attitude
* Be comfortable working in a culturally diverse environment

**BENEFITS**

[Insert company name here] value(s) diversity and we value our people. After all, their talents and expertise are the driving forces behind our success as a business. That’s why we offer a range of benefits and opportunities for team members:

* Competitive salary package
* Supportive company culture
* Friendly team environment
* Long-term career prospects
* The opportunity to manage projects autonomously
* Structured, paid-for opportunities to learn and grow in your career
* Opportunity to develop quickly under mentorship
* On-the-job guidance and training to support you
* Flexible working hours, depending on needs
* Close to public transport hubs, including xxx train station or xxx bus stop
* A culturally diverse workplace – we celebrate difference!
* Maternity/paternity leave
* Sick leave
* Annual leave
* Carer’s leave
* Work-from-home possibilities where suitable
* A focus on maintaining a healthy work/life balance
* Access to fitness programs
* Access to day-care/ childcare facilities
* Access to mental health support services for all team members and their families

**INTERNAL CULTURE**

At [insert company name here], we feel strongly about building a diverse team that feels supported and safe to excel in their work. We know that a diverse workplace is a healthy workplace, and actively support and work towards:

* Pay equity
* Sustainable workplace practices
* Giving back to the community through supporting causes/ charities such as [insert info here]
* Improving education in our community by [insert info here]
* Empowering women by [insert info here]
* Empowering Indigenous Australians by [insert info here]
* Following ethical business practices such as [insert info 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 our team members.

We welcome open and transparent discussion on issues that affect our employees. When you become part of our team, you become part of our greater mission, too.

Read more about our policies here.

If this role feels like it might be your future calling and you’d like the opportunity to work with our company, take the next step and APPLY NOW/ Send your CV/ Send your resumé/ phone [insert name here] at xxx / email [insert name here] at xxx for more information.