**Manufacturing**

* **Industry:** General Manufacturing
* **Target employee:** Culturally Diverse/ ESL
* **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-culturally-diverse-employees.pdf)**.**

**Position available: ENTER POSITION HERE**

**COMPANY DESCRIPTION**

[Insert business name here] is a(n) established/ growing/ supportive/ culturally diverse [insert field here] business in [insert location here].

We are experienced in [insert field/specialisation here]. Examples of work we’ve done include: [insert projects or awards in bullet points below]

We’re proud of the work we do, and proud of our team, which is why we help our employees with on-the-job training and support to grow in their role.

We are looking for a full-time/ part-time/ trainee/ apprentice to work on [insert project/work scope details here] projects. The role is based in [insert location details here].

[Insert business name here] embraces the benefits cultural diversity brings to the workforce and would like to encourage job seekers with a valid Working Visa, Australian citizens and Australian residents from all cultures and backgrounds to apply.

[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:

* Work with a team to complete [insert field here] projects on site
* Learn more about your trade while working on [insert field here] projects
* Learn important [insert field here] skills with on-the-job training and working
* Work on [insert industry] projects such as [insert examples of jobs/tasks]
* Provide input on projects
* Take part in regular team meetings
* Identify and fix problems if needed
* Communicate problems to team members or site supervisor if needed
* Communicate with customers in a friendly, clear way

**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
* 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
* Welding using gas tungsten 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**

We are looking for a team member that will help us grow, and we will work with you to help you develop in your new role.

Please note: A basic understanding of English (speaking, writing and reading) is needed for this role. We can help with language support for the right job applicant, so please apply if you think this role is for you.

A valid Australian Working Visa is required, as is a valid driver’s license and your own transport.

**ESSENTIAL SKILLS**

These skills or elements are important:

* An interest in learning and growing in the [insert field here] industry.
* A qualification in [insert qualification here]
* Experience in [insert any projects or specific tasks which experience is needed in here]
* Experience in a similar role
* Experience working with a team
* Experience working on-site
* Have a Certificate in xxxxxx
* Have a Diploma in xxxx
* Have xxx years’ experience
* Must commit to a [insert trade here] apprenticeship/ traineeship of [insert duration here]
* Willing to learn on-the-job
* Good/ basic/ adequate English written/ verbal/ reading/ communication skills
* A valid driver’s licence and/or own transport
* A reliable source of transport
* Have accreditation in xxxx
* Understand and be aware of safety procedures
* Your own [insert desired tools here] tools
* Physically able to complete manual tasks such as [insert examples of likely tasks here]

**DESIRED SKILLS**

We’d like you to:

* Be reliable and arrive for work on time
* Be able to take the lead and get the job done
* Be able to work well in a team
* Be able to identify and fix problems
* Communicate clearly with team members, supervisors and clients
* Be adaptable
* Be creative
* Be friendly
* Be honest and hardworking
* Be willing to learn new job skills
* Want to grow in [industry/ trade here] role
* Be willing to complete an apprenticeship
* Be willing to complete a traineeship
* Be able to work without supervision
* Be self-motivated
* Be well organised
* Have an eye for detail
* Be professional
* Have a positive attitude
* Enjoy teamwork
* Enjoy learning
* Be comfortable working with people of different cultural backgrounds

**BENEFITS**

Building a good team is important to us. We can offer you these job benefits:

* Regular team meetings where you can make suggestions or talk about challenges
* Mentorship and training opportunities to help you develop in your job
* Flexible work hours
* Access to support services such as [insert internal support offerings or programs]
* An open communication structure
* Staff development plans that focus on developing your skills
* A safe, supportive work environment
* On-the-job training
* Skills and VET training options
* A good salary package that includes [insert details here]
* Fair wages that include [insert details here]
* Easy access to public transport hubs, including [insert details here]
* Access to company transport vehicle
* Maternity/ paternity leave
* Sick leave
* Annual leave
* Carer's leave
* A focus on a healthy work/life balance
* Access to fitness programs
* Access to company health programs
* Access to mental health support services
* Our positive team offers support when you need it
* Working site is close to public transport
* Clean and safe working environment
* Opportunities to earn extra money through bonuses
* We supply you with a van/ tools/ safety gear, equipment/ uniform/ phone/ device/ laptop for work use
* Long-term career prospects
* Access to day-care/ childcare facilities

**INTERNAL CULTURE**

[Insert company name here] prides itself on its strong, diverse team, and it is important to us that all our team members feel safe and supported at work. We 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 you are interested in this role, please apply by sending your CV to [insert details here], or phone [insert name here] at xxx / email [insert name here] at xxx for more information.