**Automotive Industry**

* **Industry:** General Automotive
* **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**

Always had an ear for the revving of a strong, healthy engine? Can’t walk past a vintage automobile without wanting to stroke the smooth paintwork? We have the perfect opportunity for you to get started on a satisfying career in the general automotive industry. Bonus: you’ll get hands on with some of the most beautiful machines in existence.

[Insert business name here] is a family oriented/ up-and-coming/ passionate/ well-established business with more than 15 years’ worth of automotive experience in the [insert area] community. We make our customers’ lives easier by delivering quality work, fostering good working relationships as we go. We work on a wide variety of automotive projects, including [insert details here]. Bonus: You’ll be able to experience working on some of the most beautiful vehicles in existence, helping to keep them in shape and on the road.

We believe in the value of an empowered team that feels safe to grow and learn, so we aim in all things to create a culture where all our people can flourish and reach their career goals.

We’re proud of the following projects/ achievements/ awards:

* Insert any projects or awards here

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

[ADD A COMPANY VIDEO OR VISUALS HERE, ESPECIALLY THOSE THAT FEATURE THE TYPES OF EMPLOYEE YOU ARE TARGETING, 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 Automotive to:

* Get hands on with completing projects such as [insert details here]
* Work with us, learning your trade from the ground up
* Develop, design and coordinate on [project details here]
* Provide input on projects
* Identify issues and communicate them clearly to your team members
* Provide professional and high-quality service to our clients
* Communicate with customers and clients in a friendly, clear way
* Perform engineering measurements
* Perform computations
* Apply principles of occupational health and safety in the work environment
* Plan to undertake a routine task
* Plan a complete activity
* Apply quality systems
* Apply quality procedures
* Organise and communicate information
* Work with others in a manufacturing, engineering or related environment
* Interact with computing technology
* Assist in the provision of on-the-job training
* Participate in environmentally sustainable work practices
* Use workshop machines for basic operations
* Interpret technical drawing
* Perform electric/electronic measurement
* Perform precision mechanical measurement
* Use hand tools
* Use power tools/hand held operations
* Use tools for precision work
* Repair and fit engineering components
* Maintain engine cooling systems
* Service combustion engines
* Test compression ignition fuel systems
* Overhaul engine fuel system components
* Maintain engine lubrication systems
* Tune diesel engines
* Diagnose and rectify low voltage electrical systems
* Diagnose and rectify low voltage starting systems
* Maintain induction/exhaust systems
* Perform engine bottom end overhaul
* Perform engine top end overhaul
* Diagnose and rectify low voltage charging systems
* Dismantle, replace and assemble engineering components
* Perform manual heating and thermal cutting
* Perform electric/electronic measurement
* Work safely with industrial chemicals and materials
* Automotive light vehicle cert
* Following environmental and sustainability best practice in an automotive workplace
* Following safe working practices in an automotive workplace

Testing and repairing basic electrical circuits

* Diagnosing and repairing spark ignition engine management systems
* Testing, charging and replacing batteries and jump-start vehicles
* Diagnosing and repairing charging systems
* Diagnosing and repairing starting systems
* Diagnosing and repairing ignition systems
* Diagnosing and repairing light vehicle hydraulic braking systems
* Diagnosing and repairing light vehicle steering systems
* Diagnosing and repairing light vehicle suspension systems
* Diagnosing and repairing light vehicle engines
* Diagnosing and repairing light vehicle emission control systems
* Carrying out servicing operations
* Carrying out diagnostic procedures
* Inspecting and servicing braking systems
* Diagnosing and repairing cooling systems
* Inspecting and servicing engines
* Inspecting and servicing petrol fuel systems
* Using and maintaining tools and equipment in an automotive workplace
* Responding to customer needs and enquiries in an automotive workplace
* Depowering and reinitialising hybrid electric vehicles
* Servicing air conditioning and HVAC systems
* Diagnosing and repairing air conditioning and HVAC systems
* Diagnosing and repairing electronically controlled steering systems
* Diagnosing and repairing automotive electrical systems
* Diagnosing and repairing light vehicle clutch systems
* Carrying out light vehicle wheel alignment operations
* Diagnosing and repairing light vehicle mechanical fuel injection systems
* Diagnosing and repairing light vehicle diesel fuel injection systems
* Removing, inspecting and refitting light vehicle wheel and tyre assemblies
* Selecting and using bearings, seals, gaskets, sealants and adhesives
* Carrying out vehicle safety inspections
* Inspecting and servicing cooling systems
* Inspecting and servicing steering systems
* Inspecting and servicing suspension systems

**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 eye for detail and an appreciation for all things automotive. You will be positively challenged both mentally and physically, but we will support you to learn how to play to your natural strengths in the best way. (And no, you don’t need the strength to hoist a Volvo off the floor by using only one arm!) 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 automotive
* Commit to a general automotive 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
* Be detail-orientated
* Appreciate a beautiful automobile

**DESIRED SKILLS**

We’d like you to:

* Love learning
* Enjoy working with your hands
* 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 your work
* 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 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.