**Digital and upcoming**

* **Industry:** Specific IT Network Professional Skills
* **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**

Do you enjoy change, love getting your hands on new gadgets and interesting tech and thrive on finding quick and clever solutions to tricky challenges? The ever-evolving world of Information Technology has a place for you!

[Insert business name here] is a family oriented/ up-and-coming/ passionate/ well-established business with more than 15 years’ worth of IT experience in the [insert area] community. We make our customers’ lives easier by delivering quality work, making it that much easier for them to deal with the often-baffling challenges of making and keeping their businesses tech (and future) friendly.

We work on a variety of projects, including [insert details here]. Bonus: You’ll be able to discover the ins and outs of new tech solutions before anybody else!

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. You will be supported to make the best of your existing skills while learning new ones in an always interesting environment.

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

* Insert any projects or awards here

This is an entry-level apprentice/trainee 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 IT Network Support to:

* 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
* Participate effectively in WHS communication and consultation processes
* Implement and monitor environmentally sustainable work practices
* Work and communicate effectively in an ICT environment
* Create user documentation
* Install and optimise operating system software
* Run standard diagnostic tests
* Operate application software packages
* Implement system software changes
* Customise packaged software applications for clients
* Use advanced features of computer applications
* Develop macros and templates for clients using standard products
* Connect internal hardware components
* Care for computer hardware
* Maintain equipment and software
* Provide basic system administration
* Evaluate characteristics of cloud computing solutions and services
* Migrate to new technology

**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. (Not a people person? We got you.)

We need someone who is patient, calm, organised and has a good eye for detail. Enjoying all things tech is a definite plus! If the role sounds like you even if you don’t tick all the boxes below, please apply.

**ESSENTIAL SKILLS**

We need you to:

* Commit to a IT Network Support apprenticeship/traineeship
* Be motivated to learn
* Interact effectively and provide feedback during meetings with team members
* Be customer-service orientated
* Be safety conscious
* Be reliable and punctual
* Be able to think creatively
* Be calm and organised under pressure
* Have a Certificate in xxx
* Have a Diploma in xxx
* Have access to a reliable source of transport
* Have a valid Australian Working Visa
* Be detail-orientated

**DESIRED SKILLS**

We’d like you to:

* Love learning
* Enjoy brainstorming solutions to interesting logical puzzles and challenges
* Have a positive attitude
* Manage your time well
* Have basic admin skills
* Be able to work without supervision
* Be interested in your work
* Be adaptable
* Be reliable and punctual
* Be motivated to learn
* Be growth-oriented
* Be self-motivated
* 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 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.