

## TAFE NSW General Assistant - Toolstore

TAFE Commission • Murray & Riverina NSW



Base pay  
\$0 - \$0



Work type  
Part Time



Contract type  
Permanent

### Job details



Date posted  
**07 Jun 2021**



Expired On  
**28 Jun 2021**



Category  
**Education, Training & Childcare**



Occupation  
**Other**



Base pay  
**\$0 - \$0**



Contract type  
**Permanent**



Work type  
**Part Time**



Job mode  
**Standard/Business hours**

### Full job description

#### TAFE NSW General Assistant – Toolstore

- Enjoy the flexibility of this casual position! This could appeal to shift workers who are looking for additional hours or if you are someone looking at transitioning to retirement.
- Supportive team environment.
- Opportunities available at multiple locations.

#### Be part of TAFE NSW

#### About TAFE NSW

TAFE NSW is the leading provider of vocational education and training in Australia. Each year, more than 430,000 students enrol in our courses and training. We aim to skill the workforce for the future through high quality, personalised education and training.

#### About the role

The General Assistant is responsible for providing high level customer service to support the effective and efficient delivery of frontline class support. This position may be required to work to a roster and to carry out manual handling activities. This position contributes to the daily operational needs of the learning environment.

We have casual opportunities available at the following locations:

**Albury, Bega, Deniliquin, Griffith, Leeton, Nowra, Tumut, Cootamundra, Wagga Wagga, Wollongong and Young.**

### **Your Day to Day**

- Supporting students by contributing to a positive learning experience.
- Preparing and issuing of tools, equipment and materials required by students and staff to facilitate effective supply of learning materials.
- Assisting in loading and unloading delivery trucks, removal and transport of furniture, equipment and other materials.

### **About you**

To be considered for this position, you will have:

- Positive can do attitude and willingness to support our students.
- Experience in all aspects of purchasing within a trade environment.
- Experience in inventory and stock control including store layout and maintenance of stores records.
- Ability to work as a team member or with limited supervision.
- Class C Drivers Licence.
- Demonstrated experience to follow WH&S instructions such as using correct PPE and following Safe operating procedures.
- Computer literacy.

### *Desirable*

- Forklift Licence.
- Experience working within a trade environment or related work areas.

### **Would you like more information?**

For more information, you can review the [Position Description](#), [Information Package](#) or contact Claire Buchtmann on 0437 832 819.

### **Want to join us? Here's how to apply:**

For your application to be considered, you must:

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Attach an updated resume which include two references (including their email address and phone number).

- Provide written response to the Essential Requirements outlined in the Position Description.
- Provide written responses to the two target questions listed below.

**Applications close Monday 28 June, 2021 at 11.59pm**

TAFE NSW is committed to diversity and fosters an inclusive environment in which all employees feel a sense of belonging.

We encourage people from all backgrounds to apply for this position and we will make any adjustments that you need in the interview process and on the job to help you demonstrate your full potential.

You will be required to undertake a national criminal history check and obtain a Working with Children Check (WWCC) clearance as a condition of employment. For more information, visit Office of the Children's Guardian website.

For permanent positions in the NSW Public Sector, you need to be an Australian Citizen or Permanent Resident.

**Target Questions**

1. Describe a time where you have gone out of your way to help a customer. In your response please outline the context, your role, the actions you took, the outcome and what you would do differently next time.
2. The General Assistant needs to be flexible to meet the demands of classroom attendance and changing schedules. Please provide an example of how you remain resilient and flexible in changing circumstances.