

Employer Profile

Employer Name: HINCHINBROOK EARLY EDUCATION AND CARE CENTRE

Primary Contact: Ms Milissa Barnett

Contact Position: Director

Supervisor: Ms Milissa Barnett

Supervisor Position: Director

Supervisor Phone: 9607 2363

Postal Address: Lot 934 Hinchinbrook Drive,

Suburb: HINCHINBROOK

State & Code: NSW 2168

Street Address: (directly opposite Hinchinbrook Primary School)
Lot 934 Hinchinbrook Drive,

Suburb: HINCHINBROOK

State & Code: NSW 2168

Phone: 9607 2363

Fax No: 9608 4651

Mobile Phone:

Email Address: hinchinbrookcc@liverpool.nsw.gov.au

Web Address:

Registration Date: 22-Jan-2010

Industry Group: Education and Training

Attendance Details: 9.00 am to 5.00 pm Monday to Friday
30 min lunch break

Student Tasks & Duties: Filing, sorting, data entry, cut & paste photos, answer phone, make posters

Student Requirements: Students must phone one week prior to workplacement to introduce themselves and confirm details

Dress Requirements: Smart Casual Clothing. Long Pants, Closed in shoes, no excessive jewellery. NO SINGLETS OR REVEALING TOPS.

Work Safety Notes:

Notes & Comments: Look up www.131500.info for help getting to your workplacement

Employer Profile

Employer Name:	WISEBERRY ACCLAIM REAL ESTATE ^^
Primary Contact:	Ms Alejandra De Maria
Contact Position:	Office Manager
Supervisor:	Ms Alex De Maria
Supervisor Position:	Office Manager
Supervisor Phone:	9608 6333
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Postal Address:	Shop B6, 57 Minnamurra Circuit
Suburb:	PRESTONS
State & Code:	NSW 2170
Street Address:	Shop B6, 57 Minnamurra Circuit
Suburb:	PRESTONS
State & Code:	NSW 2170
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Phone:	9608 6333
Fax No:	9608 2555
Mobile Phone:	0421 379925
Email Address:	alex.demaria@wiseberry.com.au
Web Address:	www.wiseberry.com.au/acclaim
Registration Date:	11-May-2010
Industry Group:	Rental, Hiring and Real Estate Services
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Attendance Details:	Start 9.00am Finish 5.30pm Monday to Friday Lunch 1 hour
Student Tasks & Duties:	Understand how real estate works, assisting other staff members, data entry
Student Requirements:	Students must phone one week prior to workplacement to introduce themselves and confirm details.
Dress Requirements:	Black pants/skirt, white shirt, ties (boys)
Work Safety Notes:	
Notes & Comments:	Look up www.131500.info for help getting to your workplacement

Employer Profile

Employer Name: LJ HOOKER LIVERPOOL^^

Primary Contact: Ms Rose Bugge

Contact Position: Director

Supervisor: Ms Rose Bugge

Supervisor Position: Director

Supervisor Phone:

Postal Address: 286 Macquarie St

Suburb: LIVERPOOL

State & Code: NSW 2170

Street Address: 286 Macquarie St

Suburb: LIVERPOOL

State & Code: NSW 2170

Phone: 9602 0055

Fax No: 9601 2371

Mobile Phone:

Email Address: rbugge.liverpool@ljh.com.au

Web Address: Michelle - liverpool@ljh.com.au

Registration Date: 02-Jun-2010

Industry Group: Rental, Hiring and Real Estate Services

Attendance Details: Start 9.00 am to 5.30 pm Monday to Friday

Student Tasks & Duties: Data entry, filing, photocopying, faxing, answering phones. General office duties.

Student Requirements: Students must phone one week prior to workplacement to introduce themselves and confirm details

Dress Requirements: Smart casual dress, fully enclosed shoes

Work Safety Notes:

Notes & Comments: Look up www.131500.info for help getting to your workplacement

PLEASE NOTE: Students may be travelling with employees to inspections/auctions. If you have any concerns, please contact South West Connect on 9822 9370 or discuss with the employer in your telephone conversation.

Employer Profile

Employer Name:	SHARE CARE INC
Primary Contact:	Ms Nazila Faiqa
Contact Position:	Admin & H.R Co-ordinator
Supervisor:	Ms Natalie Kane
Supervisor Position:	Admin Supervisor
Supervisor Phone:	(02) 9607 4888
Postal Address:	26 Green Valley Road
Suburb:	Heckenberg
State & Code:	NSW 2168
Street Address:	26 Green Valley Road
Suburb:	Heckenberg
State & Code:	NSW 2168
Phone:	9607 4888
Fax No:	admin@sharecare.org.au
Mobile Phone:	0424 965 111
Email Address:	admin@sharecare.org.au
Web Address:	www.sharecare.org.au
Registration Date:	01-Jan-2014
Industry Group:	Administrative and Support Services
Attendance Details:	Monday - Friday 10:00 am - 5:00 pm Lunch Break 30 mins
Student Tasks & Duties:	General administrative duties i.e filing, answering phones, program preparation, minute taking etc
Student Requirements:	Students must phone one week prior to workplacement to introduce themselves and confirm details
Dress Requirements:	Professional business attire. Enclosed footwear.
Work Safety Notes:	
Notes & Comments:	Look up www.131500.info for help getting to your workplacement

Employer Profile

Employer Name: VERA SERVICES FORMERLY STOJANOVIC KUMAR & CO

Primary Contact: Mr Rajnesh Kumar

Contact Position: Director

Supervisor: Mr Rajnesh Kumar

Supervisor Position: Director

Supervisor Phone:

Postal Address: PO Box 1116

Suburb: LIVERPOOL

State & Code: NSW 2170

Street Address: 10/82 Bathurst Street

Suburb: LIVERPOOL

State & Code: NSW 2170

Phone: 9601 0333

Fax No: 9601 0444

Mobile Phone: 0421 792513

Email Address: rajnesh@accounting4u.com.au

Web Address: www.accounting4u.com.au

Registration Date: 04-Jun-2014

Industry Group: Financial and Insurance Services

Attendance Details: Monday to Friday 9.00 am to 5.00 pm

Student Tasks & Duties: Filing, Telephone Answering, Excel Worksheets

Student Requirements: Students must phone one week prior to workplacement to introduce themselves and confirm details.

Dress Requirements: Neat Professional attire, closed in shoes

Work Safety Notes:

Notes & Comments: Look up www.131500.info for help getting to your workplacement

Employer Profile

Employer Name:	GLOBAL SKILLS - LIVERPOOL
Primary Contact:	Ms May Vitale
Contact Position:	Site Manager
Supervisor:	Ms May Vitale
Supervisor Position:	Site Manager
Supervisor Phone:	
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Postal Address:	Suite 101 Level 1, 13-15 Moore Street
Suburb:	Liverpool
State & Code:	NSW 1871
Street Address:	Suite 101, Level 1, 13-15 Moore Street
Suburb:	Liverpool
State & Code:	NSW 1871
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Phone:	(02) 9002 1647
Fax No:	
Mobile Phone:	
Email Address:	mvitale@globalskills.com.au; lgraves@globalskills.com.au
Web Address:	www.globalskills.com.au
Registration Date:	27-Jul-2015
Industry Group:	Health Care and Social Assistance
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Attendance Details:	9.00 am to 5.00 pm Monday to Friday
Student Tasks & Duties:	Administration, data entry, photocopying, scanning.
Student Requirements:	Students must telephone one week prior to the commencement of workplacement to introduce themselves and confirm details
Dress Requirements:	Office appropriate clothing
Work Safety Notes:	
Notes & Comments:	Look up www.131500.info for help getting to your workplacement *** cc first few emails to lgraves also ***

Employer Profile

Total: 8

Report Criteria

Student Group:		Gender:	
Inspecting Teacher:		Placement Status:	Arranged
Vocation:	Business Services	Student Grade:	
School:	Liverpool Girls High Scho	School Type:	
Placement Mode:		Start Date Range:	05-10-15 to 18-12-15
Related Course:		Placement Coord:	
Placement Batch:		Site:	