

## **Traineeship – Business Services various roles (Essential Energy) Specifically identified for a First Nations person**

### **Industry**

Trade – Administration

### **Description**



# Essential Energy

### **Date posted**

July 30, 2025

### **Closing date**

24.08.2025

### **Job Location**

Port Macquarie and various locations

### **Employment Type**

Full-time

**Our Business Services Traineeships provide opportunities for First Nations people to join the energy industry in a variety of roles.**

A traineeship is a great way to kick start your career, with combined formal learning and on-the-job training, your journey will be supported by a great crew and professional training team. You will continue to grow and develop and have fantastic career pathway options and opportunities. A number of opportunities are available for our 2026 program, commencing in February 2026. These traineeships are a minimum of a 12-month program and combine structured nationally recognised training with on-the-job experience, with some roles specifically designed for First Nations people, across a variety of positions.

In 2026 we are proud to offer seven Business Services Traineeships in the following positions:

### **Service Delivery Officer Trainee**

As a Service Delivery Trainee, you will deliver administrative services within the Operations, People and Safety Division, ensuring reliable and accurate information is available to facilitate the efficient operation of the Division in achieving its business goals. You will also undertake a broad range of administrative tasks to meet both local and remote stakeholder requirements.

The Service Delivery Officer Traineeship is a one-year program, with a combination

of structured training from our external training providers and on-the-job experience.

These roles are specifically identified for First Nations people.

Three roles are available in 2026 across the locations of:

- Tamworth
- Albury, Bega, Goulburn, Leeton or Wagga Wagga
- Coffs Harbour or Port Macquarie.

## **Contract Administration Officer Trainee**

As a Contract Administration Trainee, you will help support the development, negotiation and promotion of all contract and contract management functions including supplier performance management and communicate with contractors and other stakeholders to resolve discrepancies and address concerns.

You will liaise and communicate professionally with a range of internal and external stakeholders providing professional services and contact administrative functions to meet and support the achievement of business objectives.

This role is specifically identified for a First Nations person.

One role is available in 2026, located at Port Macquarie.

## **Customer Service Trainee**

As a Customer Service Trainee, you will join the Customer Service team and learn how to provide Essential Energy's customers with a positive customer experience. You will ensure everyday excellence in every interaction and that we continue to provide customers with safe and reliable power. You will gain experience with customer-centric teams who are passionate about our customers and the service that they provide.

You will gain a Certificate III in Business and valuable skills through a combination of structured training from our Customer Service team, external training providers and on-the-job experience. You will have access to the latest training, ensuring your skills and knowledge are at the forefront of the industry. You will learn about interacting with customers, how to have a good eye for detail and how to use technology to do a great job every day.

This role is specifically identified for a First Nations person.

One role is available in 2026, located at Port Macquarie.

## **Program Coordinator Trainee**

As a Program Coordinator Trainee, you will be responsible for supporting the Program Delivery team and particularly the Program Manager, with the provision of program governance, reporting, quality assurance, risk and issues management and resource management.

The Program Coordinator Traineeship is an 18-month program, with a combination of structured training from our external training providers and on-the-job experience.

This role is specifically identified for a First Nations person.

One role is available in 2026, located at Coffs Harbour or Port Macquarie.

**Contacts**

To apply for any of these roles please click on the link below:

<https://www.essentialenergy.com.au/careers/business-services-traineeship>