

Electrical Apprentice (1st or 2nd Year) – Office-Based Start

Location: Mitchell, ACT

Company: Complete Electrical Service

Are you a motivated 1st or 2nd year electrical apprentice looking for a unique start in the trade?

At Complete Electrical Service, we're offering an exciting opportunity for an apprentice to begin their journey in a hybrid role – gaining valuable industry knowledge and skills in customer service and administration before stepping fully into the field.

This role is perfect for someone who is passionate about becoming a licensed electrician but also eager to understand the inner workings of a service-based electrical business from the ground up.

What You'll Be Doing Initially:

- Answering customer calls and booking jobs using our scheduling system
- Assisting with invoicing, job notes, and daily admin tasks
- Learning how to quote, follow up jobs, and manage customer expectations
- Communicating with field staff and understanding job logistics
- Supporting office operations to ensure smooth day-to-day service delivery

As You Progress:

- Gradually transition into on-site work with licensed electricians
 - Learn hands-on skills in residential and light commercial electrical work
 - Understand job flow from initial customer call to job completion
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We're Looking For:

- A 1st or 2nd year apprentice registered with an RTO
 - Someone with strong communication skills and a customer-first attitude
 - Eagerness to learn both the office and field sides of the business
 - Reliable, well-presented, and proactive in nature
 - Basic computer literacy (training provided)
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What You'll Get:

- Full-time apprenticeship with mentoring and support
 - Unique training that covers both admin and electrical skills
 - A long-term growth pathway within the company
 - Supportive team environment and great location in Mitchell
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To Apply:

Send your resume and a short cover letter telling us why you're interested in this opportunity to accounts@completeelectricalservice.com.au