

Part 3

Winning tips to crack entry level mining jobs



"The winner's edge is not in a gifted birth, a high IQ, or in talent. The winners edge is all in the attitude, not aptitude. Attitude is the criterion for success." - Denis Waitley



Winning tips to crack entry level mining jobs

The chances of you landing a start in the mining industry at entry level mining jobs level obviously depends on your skills, experience and . . . attitude!

Yes, your attitude is something that is closely put under the microscope by mining companies and recruiters alike.

The question is, how can you make an impression before you're even in the door?

No matter what you hear, the reality is, you want to make it as easy as possible for an employer to hire you and that's the bottom line; why would an employer hire someone with little-to-no training; without any idea of the culture or safety requirements of a mine site.

Although many people are hesitant to fork out the cash for mining qualifications, realistically (like any form of education/qualification or training) they show a potential employer you are dedicated, motivated and have the focus they are looking for – and you instantly have a leg up over your competition.

Having mining qualifications absolutely gives you a winning edge. A basic mining induction is a must have. We also suggest you consider the following courses:

- *Standard 11 Mining Induction* (required)
- *Dump Truck / Haul Truck Driver* (required)
- *Working Safely at Heights* (required)
- *Enter and Work in Confined Spaces* (recommended)
- *4WD License or Light Vehicle* (recommended)
- Elevated Work Platform (EWP) (recommended)
- A Heavy Rigid (HR) licence (not essential, however often seen as favourable)

iMINCO often gets asked if a HR licence is necessary for driving dump trucks. If you are applying for positions, dump truck tickets cover you for driving on the mine site. The HR license is needed if you have to drive on public roads.

Keep in mind, getting the right qualifications is just a small piece of the puzzle. Whilst there are some qualifications that are required, if you're looking for an advantage above other new starters, getting the recommended qualifications listed above will help.



Complete a medical examination

Most mining companies request a thorough *medical examination*, however if you have already completed a medical before applying for mining jobs, its viewed upon in a very positive light. This type of test shows you are physically fit, drug free and ready to start work at short notice (which makes you an easy and risk-free candidate).

These medical examinations are valid for 6 months. If you're qualified and have a current medical, you're ready to start, making it extremely easy to for mining companies to employ you.

Get a mining mindset

It's no secret that big mining companies are on the lookout for more than relevant experience and qualifications. They are on the lookout for the right type of person, with a positive mindset.

What does that mean exactly?

Workers who don't seem to last long in the mining industry are those who feel they should be thanked for doing their job, it's almost like they have a sense of entitlement.

Other turn offs include poor presentation, negative comments, constant complaining, and just generally a lack of motivation and willingness to go above and beyond.

Don't talk about money upfront. This reflects poorly on you for a number of reasons. Mining companies are watching their budgets closely.

First impressions count

Firstly, check out the free *resume writing tips*. If you feel like your resume is a little out-dated, then we suggest sending in your resume to have it analysed by a resume writer. Your resume will help you get an interview. If it presents poorly, then so do you.

When sending out resumes, keep track of who you have sent them to. You may be required to undergo a short phone interview so be prepared. Ensure you answer all their questions enthusiastically and accurately.

If they request to see you for an interview, make yourself available. For further information *read through these interview tips*.



Would you consider an underground mining job?

As job competition heats up, employment in above ground mining is fierce.

Getting an underground mining job can be significantly easier. Having underground mining experience will then in turn help you understand the demands of driving trucks in a mine or even just working in a confined space environment.

Not many people are willing to work underground, so if you are prepared to do the hard yards for a little while, you will significantly increase your chances of landing yourself a great mining job above ground.

Networking yourself

Networking is one of the best ways to get your foot in the door and land your dream mining job.

Look out for catering jobs, trainee mining jobs, cleaning jobs in the mines, bistro work, administration work and labouring.

Be completely determined to get to know everybody and anybody, it can open doors you never dreamed of.

One of the common traits many people who have landed entry level mining jobs have is persistence. Sometimes it's not what you know but who you know.

Ask your friends and neighbours if they know anyone who is working in the mines as word-of-mouth is super powerful and is proving one of the best ways to landing entry level jobs in the mines. Again looking for entry level mining jobs is a full time job in itself.

Also, keep these contacts informed of your availability and qualifications. Keep active and stay focused and positive. We are finding that it can take a good 6-9 months of persistence to crack an opportunity in the mines.

Persistence does pay, picking up the phone and cold calling is one of the best ways to get to know people on-site.



Mining Contractors List

BGC Contracting

BGC Contracting's two operational business units, mining and civil deliver a wide range of mining and construction services across the resources, oil and gas, government infrastructure, building and manufacturing sectors.

BG Group (QCS)

Although BG Group are based in the UK, they are a leading player in the global energy market with operations in more than 25 countries over five continents. BG Group entered Australia to develop coal seam gas projects and construct and own a liquefied natural gas plant. Their plans are for an initial two-train 8.5 mtpa plant, with first LNG in 2014 and potential for expansion. Australia is a key growth asset and central to BG Group's LNG strategy.

Bechtel

As a global engineering, construction, and project management company, they are building some of the biggest infrastructure on the planet. In Australia they've built mines, ports, smelters, power stations, and refineries helping to develop local resources and industry since 1954.

CMC Group

The CMC Group has a growing construction portfolio with annual turnover exceeding \$200 million and a team of more than 300 staff. CMC has established itself as a major multidisciplinary construction group servicing the mining, resource, gas and water sectors throughout regional and metropolitan Queensland.

Drill Torque

Drill Torque is one of the largest contract drilling companies based in Queensland, with a highly trained workforce and rig fleet geared to meet the growing needs of Australia's ever-expanding resources sector. They have facilities in Townsville and a support depot in Cloncurry, and are strategically located to service Mount Isa belt, Bowen Basin, Surat Basin and the Northern Territory.

Downer EDI

Downer EDI Limited (Downer) is a leading provider of engineering and infrastructure management services to customers operating in market sectors, including minerals and metals, oil and gas, power, road and rail infrastructure, telecommunications and water. Downer is listed on the Australian Securities Exchange and employs over 21,000 people in Australia, New Zealand and the Asia Pacific region. At 30 June 2011, Downer had over \$20 billion of work-in-hand.



Essential Mining Services

Essential Mining Services (EMS) was established in 2006 and was predominantly an electrical based business with a focus on underground mining. During 2008 EMS expanded into the field of mine site construction, and supplying labour direct to mine sites. EMS prides its self in achieving targets with an emphasis on safety and has successfully displayed this over the past five years.

Fenner Dunlop

Fenner Dunlop is a leader in engineered conveyor solutions, providing services to the mining and resource sector. They employ 750 staff in 23 locations around Australia.

Golding

Golding is a civil and mining services contractor in the resources, energy and infrastructure sector with a direct workforce of over 1750 people plus contractors on projects throughout Queensland and Australia. They are active in mining of coal (Queensland Bowen and Surat Basin), gold (Mt Rawdon west of Bundaberg) and phosphate (Phosphate Hill – south east of Mt Isa), industrial and resource infrastructure, industrial plant maintenance and building construction.

Hastings Deering (CAT)

If there was one mining contractor that stand out in the mining industry it would be Caterpillar. They are the world's leading manufacturer of construction and mining equipment, diesel and natural gas engines, industrial gas turbines and diesel-electric locomotives. Hastings Deering is the company people have relied on for over 60 years for sales and service of Caterpillar earthmoving equipment, which is used extensively in many open-cut mining operations in Australia.

HSE Group

HSE has developed experience in working with a variety of mining methods and commodities, primarily in coal and iron ore but also in copper/zinc, nickel and gold.

Jetcrete

Jetcrete Australia is the largest specialised shotcrete contractor in Australia, and has been successfully operating for over 28 years with current projects throughout WA and the Eastern States, providing the unique service of concrete spraying to a number of major mine sites.

J & L Mining

J & L Mining Services Pty Ltd is based in Emerald and provides labour hire services in the Central Highlands of Queensland. As a geographically placed mining contractor, they employ Boilermakers, Labourers, Plumbers, Carpenters, Cleaners and Admin staff, they have built a sizeable network of casual qualified employees servicing the mining industry in Queensland.



John Holland

John Holland is one of Australia's leading and most diversified contracting, engineering and services providers. Their expertise stretches beyond the traditional civil engineering and building markets to industry leading competencies in energy and resources, mining, power, rail, tunnelling, water and communications. John Holland is part of the wider Leighton Holdings Group.

KJM Contractors

KJM Contractors is South Australia's premier remote area specialist, with additional office locations in Brisbane, Roma and the Cooper Basin, providing total logistic support and remote site solutions to the mining, exploration and geothermal industries.

Leighton Contractors

Leighton Contractors is one of Australia's most recognised, diverse and established industry leaders. They have more than 12,000 people providing services to the infrastructure, mining, telecommunications, civil construction, industrial, energy, health and services sectors.

Mackellar Mining

Mackellar Mining based in Queensland, provides fully maintained equipment [predominantly Caterpillar] to the mining and resource sector with an impressive range of equipment that includes excavators (Komatsu and Terex), dump trucks, tracked and wheeled dozers, water trucks, graders, ancillary plant and equipment.

Macmahon

Macmahon is a leading Australian contract mining and construction company with operations throughout Australia, New Zealand, Asia, Mongolia and Africa. It's location in Perth makes it a strategically placed mining contractor, and directly employs more than 4500 people.

McConnell Dowell

McConnell Dowell are an international and diverse group with 10,000 staff in total working on projects in Australia and Asia across many construction disciplines including power and water, infrastructure, mining, oil & gas and petrochemical.

Manpower

Manpower is the global leader in contingent and permanent recruitment workforce solutions, and a good source of jobs for people who are looking to get into the mining and resource industry.



Mastermyne

Mastermyne maintains a reputation as a company that does what it says it's going to do. Now ASX listed, they deliver mining services through Queensland and New South Wales to long term clients including Rio Tinto, Anglo American, Xstrata and BMA.

NRW Holdings

NRW is a leading mining contractor as well as having significant experience in the civil construction industries. Since 1998 NRW has held the enviable position as one of Australia's prominent providers of diversified services, to the resources and infrastructure sectors.

PYBAR

PYBAR Mining Services is a national underground mining contractor with core competencies in underground mine contracting and labour, machinery & equipment hire.

RML Group

RML Group Mining Services Pty Ltd is a Mining and Civil Contracting company that specialises in earth moving equipment repairs and maintenance, and services various mines throughout Australia. They carry out shut downs, long and short term contracts, FIFO and DIDO as well as remote area location work.

Shadforths

Shadforths is a Quality Assured Civil Contracting Company and is a family owned business that has been operating in Queensland for over 35 years, and have established themselves at Nebo, Moranbah, Emerald and Biloela. They have completed a number of infrastructure projects for BMA and Xstrata. They own and operate one of the largest private fleets of earthmoving, pipe laying, road maintenance and road-building fleets in Queensland, with a fleet of over 250 individual items.

Thiess

Thiess are proud to be Australia's leading construction, mining and services contractor. From humble beginnings more than 75 years ago, they have built a solid business and have a wide breadth of experience, capabilities, skills and resources across the mining and civil industries.

Watpac

Watpac is one of Australia's leading contracting and property development groups, undertaking projects in the civil infrastructure, civil landscaping, mining, construction, and refurbishments markets.

Wisely

The Wisely Group is a well-respected organisation that supplies expert support services to the mining, construction, engineering and industrial sectors across Australia.



Research the mining companies you want to work for

Competition for mining jobs can be fierce. It is absolutely essential to *increasing your industry knowledge*. Research everything you can about the mines in the area you are targeting. The following websites are a great way to ensure you don't miss mining job opportunities.

SEEK.com.au (Mining and energy sector jobs)

HAYS.com.au (mining jobs)

HUDSON.com.au

Michael Page (Mining and Resource Jobs)

Go2Recruitment.com.au

CAREEROne.com.au

INDEED.com.au

"Staying in the loop of the ever-changing mining industry is a full time job with opportunities opening up every day."

The top mining companies in Australia

Here is a list of the leading mining companies in Australia and this list also includes companies who offer mining traineeships and mining apprenticeships. Go to these websites regularly when you are searching for entry level mining jobs. This will give you a head start when looking for mining jobs.

ARRIUM MINING

ADANI MINING

BECHTEL

BHP BILLITON

CUESTA COAL

FORTESCUE METALS GROUP

GLOUCESTER COAL

GVK

HANCOCK PROSPECTING

INTERNATIONAL COAL

RIO TINTO

TINKLER GROUP PTY LTD

NEWMOUNT

OZMINERALS

XSTRATAGLENCORE

YANCOAL



General Mining Related

www.miningaustralia.com.au/news
www.miningweekly.com
www.dailyreckoning.com.au
www.coalguru.com/news/Australia
www.theresourcechannel.com.au
apnarm.com.au/coverage
www.pwc.com.au

Newspapers and Magazines

www.theage.com.au
www.smh.com.au
www.heraldsun.com.au
www.adelaidenow.com.au
www.afr.com/columns?col=Drill&blast
www.shiftminer.com
australianminingreview.com.au
www.couriermail.com.au
www.thewest.com.au
www.afr.com
www.brw.com.au
www.canberratimes.com.au
www.examiner.com.au
www.theherald.com.au
www.ntnews.com.au

Regional Newspapers

Mackay – Daily Mercury
Rockhampton – The Morning Bulletin
Gladstone – The Observer
Bundaberg – NewsMail
Fraser Coast – Fraser Coast Chronicle
Sunshine Coast – Sunshine Coast Daily
Gympie – The Gympie Times
Ipswich – QT The Queensland Times
Toowoomba – The Chronicle
Warwick – Warwick Daily News
Lismore/Northern Rivers – The Northern Star
Grafton/Clarence Valley – The Daily Examiner
www.suratbasin.com.au

Mining Publications

www.myresources.com.au
www.miningaustralia.com.au/latest-magazine
www.miningmonthly.com
www.theajmonline.com.au
www.australiasbestmagazine.com.au
www.paydirt.com.au
www.SHAFTmagazine.com.au
www.miningoilgas.com.au
[www.miningoilgas.com.au/- Mining](http://www.miningoilgas.com.au/-Mining)
[www.miningoilgas.com.au/- Oil & Gas](http://www.miningoilgas.com.au/-Oil&Gas)
www.qmeb.com.au
www.shiftminer.com

Mining Company Research

www.news.com.au/business/companies

Australian Government

www.australianminesatlas.gov.au/?site=atlas&tool=advsearch
mines.industry.qld.gov.au
www.bree.gov.au

Local Community Newspapers

www.whitsundaytimes.com.au
portphillippublishing.com.au
www.theadvocate.com.au

Australian Stock Exchange

markets.news.com.au
www.moneymorning.com.au
www.indexmundi.com/commodities/?commodity=iron-ore



Mining jobs checklist

(Use this checklist to keep track of what you have done, tick them off as you go)



- ☐ Ensure you have researched the mining industry closely, in particular the large Australian mining companies who own the mines in areas you are targeting for entry level mining jobs.
- ☐ Visit the mining jobs boards on a regular basis, and sign up for entry level mining job alerts.
- ☐ Do your research on the mining and resource industry first.
- ☐ Go to the top Australian mining company websites and read all about what they do.
- ☐ Read in-depth information about the top mining companies on the Australian Stock Exchange. As listed companies, you can learn everything about their financial position and their forecast for growth. You will find a wealth of information about their mining operations, which is a great place to again build your knowledge.
- ☐ Make sure your *resume is up-to-date*, has no spelling mistakes and is targeted at the job being advertised.
- ☐ Read the *resume tips* to help you be more successful with job applications.
- ☐ Prepare in advance for your interview. If you're nervous or need help preparing then read the tips on *how to interview well for a mining job*.
- ☐ Mining jobs require you to physically fit and ready to start work. You will probably have to provide evidence you have passed a *Coal Board Medical examination*.
- ☐ Is your *mining induction card* valid? You can also take a *mining induction refresher* course if you need to. Mining induction certification is valid for 5 years in Queensland.
- ☐ Look at what other *mining, management, machinery skills training* and *WHS safety courses* you can do to increase your job opportunities.
- ☐ Read the popular article on *how to get into mining with no experience*.
- ☐ Increase your mining knowledge with *iMINCO Project News*.
- ☐ Learn how to *drive and maintain a 4 wheel drive vehicle*, you may need these skills and it looks great on your resume too.



- ☐ There are two good courses you can do like the *Enter and Work in Confined Spaces* (RIIOHS204A) and *Work Safely at Heights* (RIIOHS202A). They are highly regarded by mining companies because safety awareness is a top priority.
- ☐ Having a current *first aid certificate* can be advantageous.
- ☐ Did you know 80 per cent of recruitment companies will check you out via social media? Get your social media profile cleaned up today.

Notes:

Are you ready to increase your job opportunities?

For more information on courses to help increase your job opportunities [click](#) on any of the below courses. Alternatively, call us on **(07) 5562 2212**



Safety

Standard 11 Mining Induction



Working at Heights



Confined Spaces



Operate Light Vehicle (4WD)



Machinery

Haul Truck Operations



Front End Loader Operations



Dozer Operations



Grader Operations



Management

Cert IV in WHS



Supervisors (G1, G8, G9)



Cert IV in Training & Assessment



Risk Management (G2)

