



Export Documentation Clerk

At The Midfield Group we are committed to the growth and sustainability of our suppliers, our company, customers, and the communities in which we operate as to supply quality Australian products throughout the world.

The Midfield Group is privately owned and operates a true 'Paddock to Plate' experience as we own farms, factories, and distribution as to ensure we retain control of the key elements of the process of getting livestock from paddock to plate.

We are currently seeking an Export Documentation Clerk for our Export Sales Division based in Warrnambool Victoria.

About the role:

- Accurate computer skills
- A sound knowledge in Microsoft Word & Excel
- Excellent communication skills
- Liaise with sales and dispatch staff, government agencies and other external parties
- Experience in Shipping & Documentation Programs e.g Exdoc would be an advantage but not essential

The successful candidate must be capable of being assessed as a fit and proper person in accordance with the Export Control Act (Meat).

About you:

- Highly motivated
- High level attention to detail
- Ability to work to deadlines and adopt a measured approach in pressure situations
- Accurate computer skills
- Proactive problem solving and troubleshooting skills
- Sound knowledge in Microsoft Word & Excel
- Excellent communication skills and the ability to work with internal and external stakeholders
- Experience in Shipping & Documentation Programs e.g Exdoc would be an advantage but not essential.
- A commitment to OH&S and Quality processes and procedures

What is on offer:

- Secure employment
- Competitive remuneration
- Excellent career development opportunities
- On site canteen, staff discount and parking

The Midfield group are proud to be an Equal Opportunity Employer