



Export Documentation Clerk

The Midfield Group is a progressive organisation in Warrnambool and consists of Export Meat Processing Facilities, Transport Division, Co-Products, Pastoral Divisions and Dairy processing.

The Group has an ongoing fulltime position available for an Export Documentation Clerk.

This position would suit a highly motivated individual who can work under pressure and meet deadlines. You will be required to liaise with Sales & Dispatch staff, Government agencies and other external parties. This is a critical position within the Shipping and Documentation Department of the Export Sales Division of the company.

Ideally this position will be filled by a person who can demonstrate

- Accurate computer skills
- A sound knowledge in Microsoft Word & Excel
- Excellent communication skills
- Experience in Shipping & Documentation Programs e.g Exdoc would be an advantage but not essential.

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

Interested person should forward written applications, including resume to;

Group HR Manager
The Midfield Group
PO Box 412
Warrnambool, Vic 3280
hr@midfield.com.au

The Midfield Group is an Equal Opportunity Employer

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