



## **HRMS & Payroll System Implementation Coordinator**

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 suitably experienced applicants for the role of **HRMS & Payroll System Implementation Coordinator** located in **Warrnambool**, Victoria.

The position is a 12-month fixed term contract and will support the rollout of best-in-class HR/Payroll Management systems across our diverse operations in Livestock management, Meat and Dairy processing. We are embarking on a major system upgrade that will transform our process to recruit, induct, train, manage and remunerate our growing workforce of more than 1500 people.

### **About the Role:**

- Play a lead role in tracking and coordinating key tasks under our HRMS Implementation project
- Assist with data migration activities, sourcing required data from legacy systems as required for transition to our new system
- Document new HRMS and payroll processes as a basis for training and change management, ensuring that the full benefit of the new system is delivered
- Work with department heads to schedule key tasks and milestones such as employee training, system cut over dates etc
- Develop communications to educate managers, supervisors and employees on the new system functionality to drive full adoption across the organisation
- Work directly with business process owners to ensure that new processes are fully understood, documented, and embedded
- Assist with translating training content into the new system
- Administer, update and maintain HRMS and Payroll data (employee files and system database) as required

**About You:**

- Ability to learn and master business systems quickly, with a natural curiosity to find ways to continuously improve and optimise processes
- Strong administration and data processing skills
- Highly motivated, organized self-starter
- HR / payroll experience will be highly regarded
- Ability to work professionally and effectively within a team environment
- Highly developed interpersonal, written and verbal communication skills
- Excellent time management skills and attention to detail
- Ability to establish priorities and meet deadlines
- Must be able to work effectively in a dynamic, fast paced environment

**What We offer:**

- Remuneration based upon experience
- Full time permanent position
- Opportunity for career progression within our global organisation
- Employee Assistance Program
- Employee discounts, free parking and on-site canteen
- Relocation assistance

If you believe you are suitable for this position, please click submit a current resume or directly contact us via email [recruitment@midfield.com.au](mailto:recruitment@midfield.com.au).

Please note only shortlisted candidates will be contacted.

**The Midfield Group are proud to be an Equal Opportunity Employer**