



Maintenance Administrator (CMMS)

The Midfield Group is a major player in the meat processing industry. A wholly owned Australian company with global reach, its main production facility is based in **Warrnambool**, Victoria

We are currently seeking an enthusiastic and committed candidate to lead the development and implementation of the Computerised Maintenance Management System (CMMS).

The CMMS Administrator will successfully lead, manage, and execute Midfields maintenance and asset management project within budget, schedule, and desired performance.

About the Role:

- Strong ability to lead, coach, facilitate, and communicate with individuals across a broad range of experience, trades and departments
- Administer the Computerized Maintenance Management System, (MEX) and the associated operating procedures
- Engage employees and management equally for developmental purposes
- Teach, develop & improve the companies maintenance strategies
- Collection and analysis of historical data related to maintenance processes
- Build and implement functional locations and asset lists
- Continuously identify opportunities to further enhance Midfields maintenance success
- Build user accounts and security permissions
- The successful candidate must be willing to spend time on the floor to gain and understanding of maintenance roles at all levels
- Provide guidance and support to end users in the operation, use and capabilities of MEX, work with trades and departmental leads to resolve any issues
- Facilitate and implement the process flow and resources of work orders into computerized work control systems, including workflow processes and procedures for the CMMS software, i.e., work order processing, locations, inventory, permissions, PPE, labour hours, etc
- Work with Maintenance planners to migrate preventative maintenance records.
- Work with Maintenance, Warehouse and procurement to catalogue storage locations
- Work with I.T department to implement smart devices, ie. tablets, barcode scanners etc

About you:

- Proven experience with a Computerized Maintenance Management System (CMMS)
- Experience with work order scheduling and asset management software required; experience with MEX is preferred
- MEX or other CMMS certification preferred
- Ability to write reports and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, and trades
- Proficient with Microsoft Office Suite, e.g., Word, Outlook, PowerPoint, and Excel programs

What We offer:

- Pay rates based on experience level plus super
- Full time permanent
- Safe and supportive work environment
- Opportunity for career progression within our global organisation

If you, believe you have the skills required for this role please submit a current resume or directly contact us via email recruitment@midfield.com.au. Please note only shortlisted candidates will be contacted.

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