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| JOB TITLE | Talent Acquisition & Engagement Coordinator |
| JOB TYPE | Full-time |
| LOCATION | Scott St, Warrnambool |

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 a dedicated **Talent Acquisition & Engagement Coordinator** to join our team in Warrnambool, Victoria.

This role will be responsible for managing the end-to-end recruitment and onboarding on time and in accordance with HR policies and process.

MAIN DUTIES/RESPONSIBILITIES:

Operational:

- Ensure new employee details are accurately entered into the HR System.
- Managing end-to-end recruitment processes with the HR team and in accordance with HR policies and procedures, ensuring great candidate and hiring manager experiences, as well as delivering tailored recruitment strategies to source, attract and retain the right talent at the right time.
- Assist in developing sustainable hiring plans, strategies, and maintain an active talent database within our industry.
- Create and post job advertisements using various social platforms. Ensure every role has a position description.
- Liaise and work closely with Managers to improve staff retention, engagement, and workplace culture.
- Use creative sourcing methods for hard-to-fill roles.
- Attend career and University fairs and open days, conferences, and similar events to promote opportunities.
- Be a brand ambassador and promote the culture and values of our company.
- Timely and courteous response to internal and external client calls for assistance.
- Assist with The Midfield Group inductions as required.

SKILLS & EXPERIENCE

- Excellent written and verbal communication.
- Excellent computer skills.
- Great collaboration skills and the ability to work effectively within a team.
- High level of attention to detail.
- Strong business etiquette, willingness to learn and adapt to change.
- Experience in similar role is preferred but not required.

Enjoy competitive remuneration, secure employment, and exceptional career development, coupled with on-site perks such as canteen, staff discounts, and free parking.

Apply now by sending your updated CV to recruitment@midfield.com.au