



Transport and Logistics Administration Assistant

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 now have a vacancy for a reliable, motivated, and enthusiastic Transport and Logistics Administration Assistant to join our Transport team.

About the role:

- Provide day to day administrative support to the transport department
- General office duties
- Accounts payable and receivable
- Overseeing timesheets and staff scheduling
- An Australian drivers licence essential (endorsements will be considered favourably)

About you:

- Proven background in providing high level administrative support
- You must be reliable and self-motivated
- Proficient computer skills including MS Office
- Demonstrated teamwork skills
- High level time management and scheduling skills
- You must have the right to work fulltime in Australia (38 hours/week)
- Ability to communicate effectively with stakeholders from a range of backgrounds
- Strong problem-solving skills with the ability to think on your feet
- Flexible and adaptable with the ability to work in a fast-paced environment
- You have already had a Q Fever vaccination or are willing to participate in the vaccination process

What we offer:

- Pay rates based on experience level plus super
- Permanent full-time 40 hrs/week
- Safe and supportive work environment
- Employee Assistance Program
- Opportunity for career progression within our global organisation
- On site canteen, staff discount and parking

If you believe you are suitable for the positions, 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 is an equal opportunity employer.