



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

## **Safety Administrator Mulgrave Mill**

Applications are invited for the position of Safety Administrator to join the MSF Sugar Operational Excellence team. This is a fulltime position, located at our Mulgrave Mill, which is approximately 20km south of Cairns.

### **About the Role**

This position reports to the Safety and Environment Advisor. You will be required to work collaboratively towards delivering high quality solutions and results with mill operation stakeholders.

Duties include but are not limited to:

- Supporting the safety management database, Stems, by entering incident reports, oversee close out of action items and training support;
- Training employees on the use of Stems;
- Data entry;
- Assist with scheduling safety specific activities (audits, Drug and Alcohol testing, toolbox talks, training, etc.);
- Assist with monthly reporting;
- Hazard reporting;
- Safety audits;
- Escorting injured workers to medical centre and liaison with medical staff;
- Assist with return to work plans; and
- Policy and procedure formatting and publishing.

### **About You**

- Previous experience working in a similar role.
- Proficiency in MS Office.
- Attention to detail and accuracy.
- Excellent communication and writing skills.
- Highly developed time management skills with the ability to prioritise daily tasks and adapt to changing business needs at short notice.
- A self-starter who can work autonomously as well as part of a team.
- First aid qualification.
- Possess a current Open 'C' Class Drivers Licence.
- Certificate IV in Work Health and Safety (*preferred but not essential*).

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

**Tony Cooper – Safety and Environment Advisor**

Phone: 0427 652 168

Email: [tonycooper@msfsugar.com.au](mailto:tonycooper@msfsugar.com.au)

To apply, click 'Apply for this job' via SEEK.

Applications close on **22<sup>nd</sup> February 2019**.