



# Training Coordinator

Established in 1888, WCB is a subsidiary of one of the world's largest dairy companies, Saputo Inc. We are one of Australia's largest milk processors at the forefront of the Australian dairy industry and a dynamic business. We sell high quality dairy products to local and export markets and are well-positioned for continuing growth and development through innovation and investment.

We are seeking a qualified, experienced and enthusiastic Training Coordinator to join our Human Resources team on a 12-month fixed term contract at our Allansford Site. This position will report to the Senior Human Resources Advisor.

The Training Coordinator will be responsible for supporting the delivery of technical and developmental Human Resource Training to the business.

## ***Duties:***

- Coordinate Internal Training Needs Analysis Process
- Coordinate the SAP Sustainment Process including training verification and access
- Training Systems and Documentation Management
- Support Corporate Responsibility Initiatives
- Coordinate and deliver internal training and coordinate external training programs

## ***Desirable Criteria:***

- The following criteria would be highly regarded:
- Bachelor of Business/HR/Psychology or equivalent experience
- Certificate IV in Training and Assessment (TAE)
- Training Coordinator experience
- Ability to influence stakeholders at all levels of the business
- Experience with training document control and learning management systems
- Intermediate Microsoft Office suite (Word, Excel, Powerpoint)
- Been exposed to SAP, or similar systems

## ***Employee Benefits:***

- Employee Discounts on Company Products
- Salary Sacrificing
- Training & Development Opportunities
- Employee Share Ownership Plan

If you believe you have the necessary skills and experience to meet the above requirements we would like to hear from you. Please submit your application to:

Email: [aus.recruitment@saputo.com](mailto:aus.recruitment@saputo.com)

**Applications close 5th March, 2018**

*Warrnambool Cheese and Butter is an equal opportunity employer  
As we receive a high level of interest in our opportunities, only short-listed applicants will  
be contacted*