



Job Opportunity: People Services Coordinator

About Us

Tattarang is one of Australia's largest private investment groups and is owned by the Forrest family. Our investment portfolio spans across agri-food, energy, resources, property, hospitality, sport and entertainment. The group is made up of six business divisions: Fiveight, Harvest Road, SFM Marine, Squadron Energy, Wyloo Metals and Z1Z. We believe in investing for growth and pursue opportunities in both the listed and unlisted space with a long-term investment horizon.

Minderoo Foundation is a modern philanthropic organisation. We take on tough, persistent issues with the potential to drive massive change. We incubate ideas and accelerate impact. We push the limits of what is believed possible. Minderoo Foundation is independent, forward thinking and seeks effective, scalable solutions. We are proudly Australian, and one of Asia's largest philanthropies, with AUD \$2 billion committed to a range of global initiatives. Our team comprises over 100 employees across seven locations.

About the Role

Based in our iconic offices on the Swan River, this role delivers functional expertise as part of a joint team where business and philanthropy intersect. Reporting to the People Services Manager, the People Services Coordinator is fundamental to the seamless and efficient processes of the People and Culture Team - Including contract variations, reporting, HR systems super user, process Improvement, offboarding, policy and procedure reviews, HR governance, project work and general administrative support.

The People and Culture Team cannot do what they do without you! You can make this role your own, and the opportunities to contribute to the strategy, improve processes and influence results are endless.

About You

- You are organised, proactive and passionate about people
- You thrive when working across multiples pieces of work
- Your attention to detail is phenomenal
- You are always looking for ways to make things better, simple, easy
- You predict needs and take action
- You are willing to get involved in any way you can
- You have done this all before, and are ready to gain more skills and experience in a unique business

Are you prepared to be **challenged and stretched** in ways you have never considered?

Are you ready to be **accountable** in an impact and results driven organisation?

Are you really **up for the challenge**?

Next Steps

Please attach your resume and a cover letter explaining why you are up for the challenge!



Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islander people, men and women of all backgrounds, ages, sexual orientation, and People with Disability to apply.