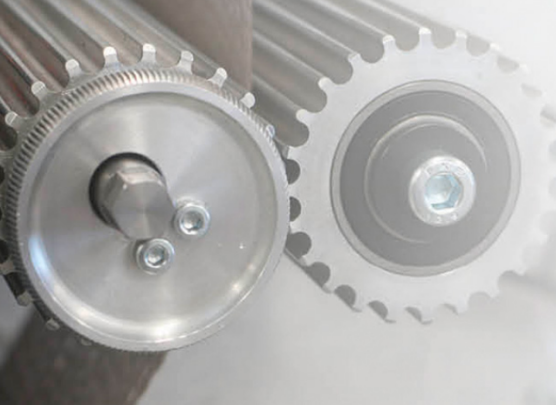




The Modra Technology Difference

EXPERTISE: Developing smart solutions to problems in the soft flooring industry

RESPONSIVE: Remote support & local technicians (AUS, USA, CHINA & EU)

TRUSTED: 30 years' experience, trusted and well known to deliver

PROVEN: Global results with machines sold across 30+ countries

modra

PEOPLE, SAFETY AND QUALITY COORDINATOR

Position Information	
Employment Type:	Full time – Contract - Maximum term 2 years
Hours of Work:	Full time plus reasonable additional hours as required. Monday to Friday 8.00 AM - 4.00 PM. 0.8 FTE (4 days) may also be considered.
Reports to:	Chief Executive Officer
Conditions:	\$110,000 base salary pro rata + 12% Superannuation + up to 10% Annual Performance Incentive. This position is classified in alignment with the Clerks – Private Sector Award (MA000002), Level 5.
Location:	This role is based at Modra's Warragul office.
Working arrangement:	Given the role's function coordinating people, safety and quality systems across the business, on-site presence is expected for the majority of the working week, with some flexibility for remaining days potentially available over time, as agreed with the CEO.
Organisation Information	
About Us:	• Modra Technology is an Australian owned and operated company based in Warragul, Gippsland, with a client base spanning the globe. With over 25 years' industry experience. • Modra is committed to ongoing innovation. The Company has received multiple business awards for excellence in performance, success, and achievement within manufacturing and export, primarily serving the carpet manufacturing industry with cutting-edge products to support their continued success. • Modra has grown to serve over 200 customers across 35 countries, with over 400 of our machines located worldwide. • With revenue exceeding \$35m, Modra is a profitable and cash generative business looking to accelerate growth organically and via acquisition. To facilitate this, private equity firm Australian Business Growth Fund invested in Modra in 2025 to support and fast track this growth.
Our Culture:	• Values ○ Innovation and Excellence ○ Customer-Centric Approach ○ Collaboration and Teamwork

	○ Global Reach, Local Touch ● Modra is advancing the carpet manufacturing industry through decades of expertise, research and development, more recently focused on innovative automation solutions, while remaining focused on solving customer problems and providing a high level of service. ● The health and safety of our team is always a priority as well as providing an environment where equal opportunity is embedded in the culture of Modra Technology.
The Role	The People, Safety & Quality Coordinator plays a key role in supporting Modra Technology through the coordination and administration of the systems, processes and documentation that underpin the organisation's people, safety and quality functions. Reporting directly to the Chief Executive Officer, the role has a degree of autonomy in actioning approved activities and, where appropriately skilled, experienced and authorised, provides advice or recommendations within its area of expertise, including participating in management team meetings and reporting on people, safety and quality matters as appropriate. As the primary administrator of Employment Hero and, once deployed, Safety Champion, the role supports recruitment, onboarding, employment documentation and employee records, while maintaining the Health and Safety and Quality Management Systems, related policies, procedures and registers. The role enables Modra Technology to keep people, safety and quality systems organised, current and audit-ready to support the business's ongoing operational effectiveness and ISO accreditation. Departmental managers retain responsibility for HR outcomes within their teams, and the Production Operations Manager retains responsibility for OHS and quality assurance decision-making. The role's involvement in quality is limited to administering policy, registers and documentation, with technical experts consulted on specific regulatory, legal or technical matters. Routine record updates, document control and register maintenance are actioned directly in line with established templates; policy content changes, non-standard employment matters or non-conformances are referred to the relevant Department Head or external supports as required.
First 12 months:	During the first 12 months, the People, Safety & Quality Coordinator will: ● Develop a comprehensive understanding of Modra Technology's people, safety and quality systems, business operations and organisational rhythm. ● Become the primary administrator of Employment Hero, and support the introduction and adoption of Safety Champion once deployed ● Establish efficient, consistent administration processes across people, safety and quality documentation ● Build collaborative working relationships with Department Heads and CEO, providing responsive support and input across people, safety and quality functions.
You and Your Team	This position reports directly to the Chief Executive Officer and works collaboratively with Department Heads and employees across the business to support the effective administration of Modra Technology's people, safety and quality systems.

	The People, Safety & Quality Coordinator acts as: • A trusted administrative, system and advisory support resource to the leadership team across people, safety and quality functions • The primary administrator of Employment Hero and associated people systems • The coordinator of people, safety and quality documentation, registers, organisational records and controlled documents • A participant in management team meetings, presenting updates and recommendations on people, safety and quality matters within scope of expertise. Departmental managers retain responsibility for HR outcomes, and the Production Operations Manager retains responsibility for OHS and quality assurance decision-making, with technical experts consulted on specialist regulatory, legal or technical matters.
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Role Information The role includes but is not limited to the following key duties, standards and compliance requirements:	
Key Responsibility Areas	People Administration • Action approved HR and recruitment activities with a degree of autonomy, within established policy and delegated authority • Administer Employment Hero and associated HR systems, ensuring employee records remain accurate, secure and up to date, and aligned with Payroll • Prepare employment documentation and coordinate onboarding and offboarding activities, including agreements, contract variations, correspondence, system access and employee records • Maintain personnel files, licences, qualifications, certifications and review documentation • Support recruitment administration, including preparing advertisements, coordinating interviews, arranging reference checks and issuing employment documentation • Coordinate performance review documentation, employee development records and routine workforce reporting • Maintain HR templates, forms and organisational documentation, and support Department Heads with the administrative aspects of the employee lifecycle • Maintain confidentiality and ensure employee information is managed in accordance with organisational and legislative requirements. Safety Administration • Maintain documentation supporting Modra's ISO-certified Health and Safety Management System in collaboration with the Production Operations Manager • Participate as the administration representative on the Health and Safety Representative (HSR) Committee, contributing to discussions and supporting follow-up on agreed actions • Act as super user and key administrator of the Safety Champion system once deployed, triggering required actions in line with system alerts and organisational processes

- Coordinate document control and standards for safety policies, procedures, Safe Work Procedures (SWPs), forms and templates, including scheduled reviews of controlled documents
- Maintain safety registers and records, including training, licences, competencies, inspections, hazard reports and incident investigations
- Coordinate safety induction documentation for employees, contractors and visitors
- Coordinate safety training records and monitor upcoming training or licence renewals
- Support managers and coordinate internal and external compliance activities, including required documentation and supporting records
- Monitor and follow up administrative actions arising from safety meetings, inspections and audits.

This role provides administrative coordination and, where appropriately skilled, experienced and authorised, a degree of advisory input within its area of expertise. It does not facilitate HSR Committee meetings, lead workplace investigations or hold responsibility for operational workplace safety decision-making, which remain with the Production Operations Manager. OHS matters beyond the role's expertise are referred to the Production Operations Manager or external advisors.

Quality Systems Administration

- Maintain documentation supporting Modra's Quality Management System and ongoing ISO certification requirements
- Support the Production Operations Manager to action quality registers, policies and procedures, including document updates, register maintenance and follow-up of agreed quality actions
- Coordinate document control for organisational policies, procedures, work instructions, forms and templates, including scheduled reviews to ensure records remain current and version controlled
- Maintain quality, compliance, corrective action and continuous improvement registers, monitoring progress and completion
- Support internal and external audits by coordinating documentation, records and administrative requirements
- Assist with management review activities by preparing reports, meeting documentation and supporting records
- Monitor document review schedules and support continuous improvement through the effective administration of organisational systems and documentation.

This role provides administrative coordination of quality policy, registers and documentation, and contributes to compliance-related findings and actions arising from audits. It does not make quality assurance decisions, lead corrective action outcomes or approve non-conformance closures. Specific regulatory, legal or technical quality matters are referred to technical experts beyond the role's scope.

General Administration and Coordination

- Coordinate general administrative activities across the business, and support cross-functional projects and organisational initiatives
- Maintain accurate organisational records and document management systems, and

	assist with preparing reports, presentations and business documentation • Build positive working relationships with internal and external stakeholders, and contribute positively to the culture and values of Modra Technology • Undertake other duties reasonably within the scope, skills and responsibilities of the position.
Work Environment and Physical Requirements:	The position primarily operates within a standard office environment. Physical requirements and Health and Safety considerations specifically to this role include: • <i>Sedentary tasks with occasional standing, walking and light lifting duties, including climbing of stairs (main office location)</i> • <i>Ability to attend leadership and business meetings, both on-site and, where required, off-site</i> • <i>Extensive use of computers and standard office equipment for daily administrative functions</i> Employees are expected to maintain their health and well-being by adhering to ergonomic practices, taking regular breaks, and promptly reporting any concerns.

Selection Criteria	
People being considered for this role should be reviewed against the following criteria:	
Employment Eligibility:	The person in this role is required to have the following: • Be an Australian Citizen, Permanent Resident or hold a valid work permit/visa • National Police Records Check which will comply with the 100-point proof of Identity Check
Qualifications/ Licences:	Desirable • Certificate IV, Diploma or higher qualification in Human Resources, OHS, Business Administration, Governance or a related field, or equivalent demonstrated experience • Professional membership with the Australian HR Institute (AHRI) or the Australian Institute of Health and Safety (AIHS)
Skills & Experience:	Essential • Demonstrated experience in a senior administrative role within HR, OHS or quality functions, ideally with exposure across more than one of these areas. This is not an entry-level position • Strong administration skills, with a high level of accuracy, attention to detail and well-developed written communication for reports, correspondence and business documentation • Demonstrated system administrator experience with HR, safety or quality information platforms (such as Employment Hero, Safety Champion or similar), including user management and data integrity • Strong interpersonal skills, with the ability to work collaboratively across all levels of an organisation and build positive working relationships • Sound organisational and time management skills, with the ability to work independently and follow tasks through to completion • Likely to bring deep expertise in one of HR, safety or quality administration, with

	transferable skills and the capacity to build capability across the other areas • Intermediate to advanced Microsoft Office skills, particularly in Outlook, Word, Excel and PowerPoint. Desirable • Direct experience with Employment Hero and/or Safety Champion highly regarded, given immediate applicability to this role • Exposure to WorkCover administration or return to work coordination • Experience supporting policy development across HR and OHS, recruitment administration, and audit-related compliance activities • Familiarity with document control processes and organisational registers, ideally within an ISO-certified, regulated, manufacturing, engineering or industrial environment.
Personal qualities & traits:	• Professional judgement, discretion and integrity when managing confidential information and supporting business administration and decision-support • The confidence to hold professional boundaries, including declining work that falls outside the scope of the role, and referring appropriately • A proactive, solutions-focused approach, with initiative to identify issues and recommend improvements • Strong communication and interpersonal skills, with the ability to build trusted relationships across the CEO, leadership team and external advisers, and a collaborative approach that contributes positively to workplace culture • High levels of accountability, reliability and follow-through • Adaptability and sound judgement in a dynamic environment with changing priorities
Key Selection Criteria:	1. Administration, Coordination, & Organisation Demonstrated experience in a senior administrative or coordination role, with the ability to manage competing priorities, maintain accuracy and deliver high-quality work within required timeframes. 2. People, Safety and Quality Administration Experience supporting people, safety, quality or compliance functions through the administration of systems, documentation, records or business processes. 3. Systems and Continuous Improvement Experience maintaining business systems, controlled documentation or organisational records, with the ability to identify opportunities to improve processes and administrative efficiency. 4. Professional Judgement and Confidentiality Demonstrated ability to exercise discretion, maintain confidentiality and work independently while recognising when matters require escalation. 5. Communication and Collaboration Well-developed communication and interpersonal skills, with the ability to build effective working relationships and provide professional support across all levels of an organisation.

How to Apply

Please submit your resume and a brief response addressing the 5 key selection criteria.