



ADMINISTRATION OFFICER

Based in Nanango – Full Time

Maximum term (up to 12 months) – Maternity Leave

\$55 – \$58K

Council is seeking an experienced and motivated administration officer to provide high-level administrative support to the Coordinator Infrastructure Support, to ensure the effective and efficient operations of the Infrastructure department. This involves assisting with the administrative functions of the Infrastructure Planning, Works, and Water & Wastewater sections within Council

Mandatory:

- Current C Class Drivers Licence

Desirable:

- Certificate III in Business Administration

Closing Date: **Friday, 24 January 2020**

Benefits include:

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits
- Access to Corporate memberships
- Access to Health and Wellbeing programs

Information about this position and how to apply is available at www.southburnett.qld.gov.au. Information can also be obtained by visiting a Customer Service Centre, or by contacting Human Resources on ☎ (07) 4189 9100.

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