



The South Burnett Region is ideally situated just 2 - 3 hours' drive to Brisbane, Toowoomba, Sunshine Coast and Fraser Coast. The region is home to the stunning Bunya Mountains, where you can enjoy spectacular rainforest walks, nights by the fire in hidden chalets and the best scenic views Queensland has to offer. The South Burnett region is renowned for its great wine, gourmet foods and recreational facilities such as Lake Boondooma and Yallakool tourist parks.

So why not come and enjoy our award winning tourism facilities and make the change...

ADMINISTRATION OFFICER

Based in Kingaroy

(Permanent - Full Time)

\$55 – \$58K

Council is seeking an experienced and motivated administration officer to provide high-level administrative support to the Environment and Waste Branch, to ensure the effective and efficient operations of Councils Compliance, Environment Health & Waste Management Sections. This position will provide excellent customer service to internal and external customers, including responding to enquiries promptly and professionally

Mandatory:

- Current C Class Drivers Licence
- Certificate III in Business Administration

Closing Date: **Friday, 17 July 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 People & Culture on ☎ (07) 4189 9100.

Discover South Burnett

