



**SOUTH BURNETT  
REGIONAL COUNCIL**

# Employment Opportunities

## **ADMINISTRATION OFFICER (MURGON)**

**Permanent Full Time**

**\$60K - \$63K per annum + Allowances + Super**

Council is seeking an officer to provide professional administrative service that supports the effective and efficient operation of the Environment and Planning Branch and support to the Commercial Enterprise section. This position will assist in the delegation and action of customer requests, provide administrative support to the Natural Resource Management team and other teams/ sections as required, draft correspondence including letters, emails, fact-sheets and flyers, as well as generate requisitions and purchase orders. The successful applicant will hold experience in an administrative role providing high level customer service in a busy environment, sound organisational and interpersonal skills with the ability to communicate effectively, work in a team environment and able to confidentially use a computer, MS Office suite and other corporate software programs.

### **MANDATORY:**

- Minimum requirement of a current C Class drivers licence.

### **DESIRABLE:**

- Certificate III in Business Administration

### **BENEFITS INCLUDE:**

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

### **Your application must include:**

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more or to apply visit **[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)**, or contact People & Culture on 07 4189 9100.

**APPLICATIONS CLOSE 4:00PM FRIDAY, 03 FEBRUARY 2023**