



# Employment Opportunities

## ADMINISTRATION OFFICERS (VARIOUS LOCATIONS)

Maximum Term / Casual / Permanent

**\$63K - \$66K per annum + Allowances + Super**

Council is seeking friendly and motivated applicants for Administration and/or Customer Service roles for positions that may become available for either casual, maximum term or permanent work. These positions will be based at various locations dependent on the successful applicants (i.e., Blackbutt, Nanango, Kingaroy, Wondai and Murgon). Please consider applying if you are interested in expanding your knowledge within Local Government and wish to further utilise your administrative skills and experience.

### MANDATORY:

- Previous experience in Administration or customer facing roles
- Experience and sound knowledge with a computer, MS Office Suite and Corporate Software Systems is essential
- Current C Class driver's licence (Desirable)

### 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 addressing your experience in Administration and Customer Service based roles
- Current resume

To find out more information and how to

apply go to **[www.southburnett.qld.gov.au](http://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

**APPLICATIONS CLOSE 4:00PM FRIDAY, 09 JUNE 2023**