



SOUTH BURNETT
REGIONAL COUNCIL

Employment Opportunities

EXECUTIVE ASSISTANT (KINGAROY)

Permanent Full Time

\$71K - \$82K per annum + Allowances + Super

Council is seeking an efficient and motivated assistant to provide a high level of professional and confidential administrative and organisational support to the Chief Executive Officer, Mayor and Elected Members. This position will work in a dynamic and fast paced environment and within a small team. The role will coordinate the Council and Standing Committee Meeting process in the preparation of meeting agendas/ notices, meeting documents/ reports, creating and editing corporate publications and advertisements, as well as provide support to the team as required and to assist in meeting all deadlines. The successful applicant will have a high level of keyboard and data entry skills, the ability to take meeting minutes with speed and accuracy and have advanced knowledge of the MS Office Suite and corporate/ financial software systems.

MANDATORY:

- Minimum requirement of a current C Class driver's licence

DESIRABLE:

- Certificate III in Business

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 about this position and how to apply go to

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 THURSDAY, 28 MARCH 2024