



**SOUTH BURNETT  
REGIONAL COUNCIL**

# Employment Opportunities

## **ADMINISTRATION OFFICER (NANANGO)**

**Maximum Term Full Time (12 months)**

**\$66K - \$69K per annum + Allowances + Super**

Council is seeking an officer to provide high level administrative support to the Coordinator Infrastructure Services to ensure the effective and efficient operations of the Infrastructure department. This position will provide administrative support to the General Manager and Works, Planning and Water and Wastewater branches and effectively manage customer services requests and complaints through effective questioning and ensure effective follow through. The successful applicant will have proven experience providing administrative assistance in an office environment with local or public works experience being highly regarded and sound organisational skills with the ability to establish work priorities, complete assigned tasks within required standards and meet deadlines.

### **MANDATORY:**

- Minimum requirement of a current C Class driver's 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 about this position 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, 15 NOVEMBER 2024**