



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

SENIOR ADMINISTRATION OFFICER INFRASTRUCTURE SERVICES (NANANGO)

Permanent Full Time

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

Council is seeking a Senior Administration Officer to provide assistance in relation to the prioritisation of resources and support in meeting the groups objectives in customer service to the Community, Management and technical teams. Provide training to the Administration team and offer assistance to the Coordinator Infrastructure Services. The role will also provide assistance in the delivery of the day-to-day operations of the Infrastructure department through administrative support to the General Manager, Infrastructure Managers and technical teams.

Assisting in maximising performance of the team by coordinating the on boarding, training and delivery of in-house training programs of all new employees as well as participation in recruitment. The successful applicant will have excellent customer service skills with a professional, discrete, courteous and confidential approach to all matters at the executive level.

MANDATORY:

- Minimum requirement of a current C Class drivers licence
- Certificate III in Business (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 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 FRIDAY, 15 NOVEMBER 2024