



LONGREACH REGIONAL COUNCIL  
Business Support Officer (Corporate Services)  
Longreach  
Package Value \$73,323.01 - \$75,276.65

Longreach Regional Council is recruiting for a Business Support Officer (Corporate Services). Applications will be received until **Friday, 19 August 2022**. Late applications may not be considered.

### The Position

Do you enjoy administration, problem solving, being a part of a diverse team and are looking for a new challenge?

Business Support Officer (Corporate Services) position is an integral role within the Corporate Services Department and is responsible for providing administration support to the Director of Corporate Services in a variety of areas. No two days will be the same, as the successful applicant will be cross-skilled to be able to assist in multiple functions within the Corporate Services Department.

If you have the following skills and experience, this role may be the challenge you are looking for:

- You will have experience within administration roles;
- You will have the ability to take initiative in improving processes to make them more efficient and effective;
- Will be able to create good working relationships across all levels of Council; and
- Will be able to demonstrate excellent customer service.

### Salary and Conditions

The position is classified as a Level 3 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual cash annual wage of \$66,457.06 to \$68,225.06 inclusive of all allowances and leave loading. This position also has the following benefits:

- Up to 12% Superannuation Contribution;
- Rostered Days Off;
- 5 Weeks Annual Leave (17.5% Leave Loading);
- 15 Days Sick Leave;
- Provision of Uniforms; and
- Training and Professional Development Opportunities.

### Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au) and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

### Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a National Police Check and Medical Screening.

*Longreach Regional Council is an equal opportunity employer.*

Dirk Dowling  
Chief Executive Officer

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