



LONGREACH REGIONAL COUNCIL  
Part-time (21.75 hours / week)  
Corporate Services Administration Officer  
Longreach  
Package Value - \$42,491.20 per annum

Council is seeking applications to fill the permanent Part-time position of Corporate Services Administration Officer. Applications will be received until **Monday 28 September 2020**. Late applications may not be considered.

### The Position

Council is seeking the services of a person to fill the position of Corporate Services Administration Officer. The successful applicant will be responsible for providing efficient and effective administrative support to the Administration Manager. This position will be responsible for providing support in the areas of Council Corporate Administration and Services. Further this position requires will provide backup to Council's records management and procurement roles.

### Qualifications and Experience

The successful applicant is expected to have demonstrated experience in administration duties including records and system management. Applicants are required to have excellent customer service, communication and interpersonal skills, and ability to work both in a team environment and independently. Demonstrated experience in the operation of Microsoft Office is essential. The successful applicant is expected to have or be able to gain a Certificate III in Business Administration or similar field and hold a current 'C' class drivers licence. It is desirable for the applicant to have experience in the area of stores and procurement.

### 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 salary (including allowances and leave loading) of \$38,858.92. This position will receive 5 weeks annual leave including leave loading of 17.5% and 15 days sick leave on a pro-rata basis, salary sacrifice options, ongoing training and professional development and superannuation of up to 12% of salary is also available upon commencement.

### 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 Federal Police Check and medical screening.

Council operates under a Drug and Alcohol Policy and the successful applicant will be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

*Longreach Regional Council is an equal opportunity employer.*

Mitchell Murphy  
Chief Executive Officer

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