



## **Part Time Vacancy – 6 Months Fixed Term (Maternity Leave Position) Administration Officer Executive Support**

Council are currently seeking a suitably experienced Administration Officer to join our team.

Reporting directly to the Chief Executive Officer, the Administration Officer – Executive Support is responsible for providing high level administrative support to the Executive Leadership Team in an effective and efficient manner in accordance with Council's policies, objectives, procedures and legislative requirements.

This position is responsible for delivering consistent service that meets the requirements of Council and our community and reflects the quality of services we aim to deliver.

### **To apply for this role:**

- Review the position description available at [www.paroo.qld.gov.au/employment](http://www.paroo.qld.gov.au/employment) or pick up from the Front Counter at Council Depot Broad Street, Cunnamulla
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and the skills and experience that you will bring to the role
- Send your cover letter plus your current resume to [hr.manager@paroo.qld.gov.au](mailto:hr.manager@paroo.qld.gov.au)
- For further information please contact Council on (07) 4655 8400

**Applications Close: COB Monday 20<sup>TH</sup> July 2020**

**Sean Rice A/Chief Executive Officer, Paroo Shire Council**

