



IT and Records Officer Full Time Position

Council are currently seeking a suitably experienced IT and Records Officer to join our team.

The position will promote, advise and support council staff in recordkeeping and IT functions and facilitate compliance with legislative requirements. The position will oversee and provide operational advice on appropriate storage, archival, retrieval and disposal activities in supporting internal business units to achieve their objectives. As a representative of Council, professionalism and the provision of courteous customer service is essential.

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 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
- For further information please contact Council on (07) 4655 8400

Applications Close: COB Friday 30th October 2020

Cassandra White, Chief Executive Officer, Paroo Shire Council

