



PAROO SHIRE COUNCIL

Position Vacant

Administration Officer – Executive Support – Fixed 4 Months

Paroo Shire Council is currently seeking suitable candidates for the role of Administration Officer – Executive Support – Fixed Term 4 Months – Part Time.

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.

Executive Support Officer is responsible for:

- Provide secretariat support for Council Meetings including the preparation of monthly reports and preparation and distribution of agendas, minutes and associated administrative requirements for Council meetings and other Committees as required.
- Provide high level administrative support to the Executive Management Team as required and act as the primary liaison for the Executive Leadership Team
- The ability to work with senior managers and Council;
- Superior written and verbal communication skills;
- Time management skills to ensure planning and prioritisation of workload to meet deadlines;
- High level administrative, written and research skills including complex report writing;

As a representative of Council, it is expected you demonstrate professionalism, leadership and a commitment to a high level of service and continuous improvement in the best interest of Council and the community are essential.

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 the Council Depot on 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 recruitment@paroo.qld.gov.au
- For further information please contact Council on (07) 4655 8400

Applications close: COB Friday 12 March 2021

**Cassandra White
Chief Executive Officer, Paroo Shire Council**