



PAROO SHIRE COUNCIL

Position Vacant

Junior Administration Officer – Permanent

Paroo Shire Council is currently seeking suitable candidates for the role of Junior Administration Officer. No previous administration experience is required.

The Junior Administration officer is responsible for supporting the administration needs of Council. You will assist in ensuring the efficient operation of the office and support managers and employees through a variety of tasks related to organisation and communication.

You will be working across a range of areas within Council, including:

- Finance and Governance
- Infrastructure
- Community Support
- Human Resources

You will have the opportunity to develop your skills and understanding of the range of responsibilities in Local Government. As a part of this role you will have access to training and professional development opportunities to build your career in Local Government and to obtain skills in Business Administration. Prior experience or training is not essential. A willingness to learn is.

To apply for this role:

1. 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
2. Provide a brief cover letter (1-2 pages) why you are interested in this opportunity and your lived experience that you will help you succeed in the role
3. 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: Ongoing Opportunities

Cassandra White

Chief Executive Officer, Paroo Shire Council