



Position Vacant

Personal Assistant to the CEO – Maternity Cover

Paroo Shire Council is currently seeking suitable candidates for this vital role.

We are looking for someone with excellent administrative and communication skills. In this role you will:

- Provide administrative support to the CEO
- Provide secretarial services to the Council including the compilation of Council Meeting Agenda's and Minutes

This position involves working across a range of tasks and provides an excellent opportunity to develop new skills. They also include flexible working arrangements for the successful applicants if required

The ideal candidate will be someone who has a high level of attention to detail and excellent communication skills. They will also be able to work under tight deadlines and be required to maintain confidentiality at all times.

For the full range of duties for this role, please go to paroo.qld.gov.au/employment and download the position description.

This role has the capacity for flexibility in working arrangements.

If this role sounds like you, here's how to apply:

- Review the position description available at paroo.qld.gov.au/employment or pick up from the front counter at the Council Civic and Community Enterprise Centre, Stockyard Street, Cunnamulla.
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and **addressing the performance criteria** outlined in the position descriptions.
- A **targeted** resume that highlights the experience that has prepared you for **this** opportunity.
- Send your cover letter plus your current resume to recruitment@paroo.qld.gov.au
- For further information please contact the HR Officer at Council on (07) 4655 8400

Applications close: COB Wednesday 12 January 2022

Cassandra White
Chief Executive Officer, Paroo Shire Council