



Position Vacant Administration Officer

Fulltime Permanent Position

At the Paroo Shire Council, we believe that our success starts with our people.

We are committed to creating a positive, inclusive, and rewarding work environment where team members feel supported and valued.

When you join the Paroo Shire Council, you become part of a people-focused organisation, working hard to make our workplace and our community a great place to work and live. We offer many different employment opportunities so you will have a chance to make a real difference to your local communities. It would be beneficial if you have experience in a similar position, but what we really value at Paroo Shire Council is work ethic, perseverance, and commitment. Tell us how you've excelled or achieved in any field, and we will be impressed.

This particular role is located at Paroo Shire Council's corporate head office, it is generic and at times you will be expected to provide efficient and effective support to other areas of Council business e.g. administrative, reception services, basic data collection, and analysis tasks to contribute to the effective operations of the work unit you are allocated to.

An immediate start is on offer so if you are seeking a genuine opportunity and would like to be a member of the Paroo Shire Council's team then please attach a COVER LETTER and your current RESUME for further consideration.

If you are interested, it is highly recommended to apply as soon as possible as Council intends to fill the role as soon as a "suitable candidate" is identified.

Closing date is 12.00pm Friday 12th June 2026

If you would like further information, please contact:
Denise O'Brien, Manager Human Resources on 07 4655 8400.
You can email your interest to Denise at hr@paroo.qld.gov.au

Or download directly from our website at
[Employment Vacancies – Paroo Shire Council](#)



Position Description

Administration Officer

Position Number:	508	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	3	Employment Type:	Permanent Full Time
Department / Team:	Corporate Services, Governance and Risk / Governance and Administration		
Reports to:	Administration Team Leader	Supervises:	NIL

Our Values

In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following core values:

Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment, Safety and Commitment

Position Objectives

Working as a Paroo Shire Council Administration Officer, you will be responsible for providing reception and administration duties across all Departments. The position will be the first point of contact for face-to-face and telephone enquiries providing Council business and services information and administrative support across Council.

No two days will be the same and you will need to use your skills to ensure seamless business operations in an office setting. Your business acumen helps you understand the purpose and background of Local Government work. You will perform various tasks to free up departmental managers for other responsibilities. As an Administration Officer, you should know about office methods, systems, equipment, and software packages.

Key Responsibilities

- You will be the first point of contact for face-to-face and telephone enquiries providing accurate and up to date business and services information ensuring all customer inclusive of staff requests are accurately captured and are attended to in a professional and timely manner.
- Co-ordinate and manage the day-to-day admin responsibilities including but not limited the foundational tasks that keep a business running efficiently. This can involve managing information, scheduling, correspondence, and organising records to support daily operations. Key examples include scheduling meetings, filing documents, stationary orders, managing email, reporting, record storage and office maintenance.
- Diligently manage reporting relating to all Customer Requests.
- Coordinate bookings for Council facilities and coordinate and prepare meeting rooms for bookings at the CCEC.
- Document the processing and arrange and provide quotes to customers for Private Works requests in conjunction with the Infrastructure Department.
- Provide a high level of administrative support and exceptional customer service to employees and community.
- Undertake data entry and basic data analysis using spreadsheets or specialist software.

Qualifications, Skills, and Experience

Essential and/or would be highly considered

- Certificate III in Business Administration or similar qualification and/or minimum 2 years' experience in a similar position.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated high level of skills and experience in using MS Office including Outlook, Word, Excel and MS Project and excellent attention to detail.
- Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work to meet deadlines and manage competing priorities.
- Demonstrated strong interpersonal, verbal, and written communication skills with a strong commitment to customer service.
- Demonstrated ability to build and manage internal relationships while maintaining confidentiality and a high level of customer service.
- Demonstrated ability to make sound judgments and reasonable decisions in the absence of direction.
- Demonstrated sound analytical and problem-solving skills.
- Previous experience working in a local government environment.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust, and integrity.
- Perform jobs, tasks, and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a ‘solution focus’ framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion, and development.
- Perform other reasonable duties as directed by line management within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name:		
Employee Signature:		Date: _____

I Authorise and Approve this Position Description: Administration Officer

signed by:

M. Leech

29-May- 2026

Martin Leech - Chief Executive Officer