

# Position Vacant

## Casual Corporate and Community Services Officer

*Position Closes: Wednesday 12<sup>th</sup> May 2021*

McKinlay Shire Council is seeking a versatile, enthusiastic person to undertake a range of various duties and tasks across Council's Corporate and Community Services Departments.

Council is searching for a motivated individual who is interested in relieving for a range of different positions within council, someone who has well developed interpersonal skills and can demonstrate the ability to communicate with all members of the community. This position will offer varying hours, aimed as casual relief for, and to assist, the Tourism Officer, Librarian, Reception and Corporate staff, CHSP Coordinator and Community Services Team Leader.

The selection panel will look favourably towards an individual who has a current first aid certificate and has, or is willing to obtain, an MR class Queensland driver's licence. The successful candidate will be required to maintain a high level of confidentiality due to certain duties involved within the position.

A recruitment pack, including Position Description, can be found on [www.mckinlay.qld.gov.au](http://www.mckinlay.qld.gov.au). Applicants must provide a current Resume, a cover letter addressing the Selection Criteria (contained within the Position Description) and copies of relevant qualifications to be considered for the position. For any further questions and or the delivery of completed applications, please contact the HR department on (07) 47 467 166, email [employment@mckinlay.qld.gov.au](mailto:employment@mckinlay.qld.gov.au) or forward to;

**Private and Confidential**

**Human Resources**

**PO Box 177**

**Julia Creek, Qld 4823**