



Executive Assistant

Closing date: C.O.B Tuesday 20 July 2021

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of the North West, 650 kilometres west of Townsville and approximately 2.5 hours drive east of Mount Isa. Mount Isa offers direct flights to Brisbane, and Julia Creek has the option of REX flights to Mount Isa and Townsville three days per week. Julia Creek has a population of approximately 400 people; however the Shire's population is close to 1000 residents.

Julia Creek is a friendly community which punches well above its weight for a small community and offers an abundance of facilities and opportunities for its residents. The facilities include, medical centre, 24/7 accessible gym, swimming pool with water slides, dog park, bike safety park and indoor sports centre and tennis courts just to name a few. Recreational activities also are plenty with many great annual events (Races, Rodeos, Campdrafts, Arts & Cultural Workshops) taking place in the region.

Council have a staff of approximately 70 employees and the 2020/2021 budget provides for total revenue of \$37 million with total expenses of \$19 million, ensuring a balanced budget.

The Role

McKinlay Shire Council seeks a suitably experienced Executive Assistant to support the Council's Mayor, Chief Executive Officer (CEO) and Director of Corporate and Community Services to contribute to the efficient and productive operations of governance within Council.

Key responsibilities of the role are inclusive of:

- Provide Executive support to the Mayor and CEO
- Develop and maintain Council's corporate image
- Preparation of Council Agendas and Meeting Minutes
- Display sound judgment, initiative, confidentiality and sensitivity to all duties
- Other general administrative duties as required

Potential applicants who do not have specific experience should not be deterred, the CEO is easy to work with and he is prepared to train a keen, enthusiastic applicant.

Benefits

- Attractive Salary - \$47,121 - \$52,452
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading

A recruitment pack, including Position Description, can be found on www.mckinlay.qld.gov.au, or by contacting the HR department on (07) 47 467 166, email employment@mckinlay.qld.gov.au