

Position Vacant

Depot Administration Officer

Position Closes: Monday 9th March 2020

McKinlay Shire Council is seeking an enthusiastic person for the full time role of Administration Officer at Council's depot.

The Depot Administration Officer will be required to perform the various administrative and other duties associated with the Engineering and Regulatory Services departments.

The selection panel will look favourably towards individuals who have past administration experience, advanced computer skills and the ability to adapt to new and varying roles.

Due to the nature of our organisation you may be required to relieve other areas within the Engineering and Regulatory Services departments.

Remuneration for the above position will be based on Council's current Certified Agreement dependent on qualifications and experience.

A position description and recruitment information can be found on www.mckinlay.qld.gov.au. Applicants must provide a completed Applicant Summary Form, 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) 4746 7166, email employment@mckinlay.qld.gov.au or forward to;

Private and Confidential

Human Resources

PO Box 177

Julia Creek, Qld 4823