

situations vacant

REVENUE UNIT PROJECT OFFICER - FIXED TERM (12 MONTHS), PART TIME (0.4 EFT)

Council is seeking to appoint a person experienced in computerized accounting and financial systems associated with property and rates to provide a range of administrative functions that support Council's property rating, debtor and general revenue functions.

Remuneration will be based on Band 5 classification of the Mansfield Shire Council Enterprise Agreement 2016.

For a confidential discussion regarding the position contact Bess Gillard, Revenue Coordinator on 5775 8573.

ADMINISTRATIVE SUPPORT OFFICER - MATERNITY LEAVE POSITION

FIXED TERM (APPROX. 12 MONTHS), PART TIME (0.8 EFT)

Council is seeking to appoint a person with demonstrated proficiency in the use of various software packages and proven skills and experience providing efficient and effective administrative services.

The appointment is to cover a period of maternity leave commencing July, 2019.

Remuneration will be based on Band 5 classification of the Mansfield Shire Council Enterprise Agreement 2016.

For a confidential discussion regarding the position contact Ben McKay, Development Services Manager on 5775 8591.

ENVIRONMENTAL HEALTH OFFICER - FIXED TERM - MATERNITY LEAVE (APPROX. 12 MONTHS), PART TIME (0.8 EFT)

Council is seeking to appoint a suitably qualified and experienced person to fulfil Council's statutory obligations in respect of environmental health and regulatory services.

The appointment is to cover a period of maternity leave commencing July, 2019.

Remuneration will be based on Band 6 classification of the Mansfield Shire Council Enterprise Agreement 2016.

For a confidential discussion regarding the position contact Kevin Murphy, Senior Environmental Health Officer on 5775 8544.

GOVERNANCE ADMINISTRATION OFFICER - FIXED TERM (APPROX. 4 MONTHS), FULL TIME (1.0 EFT)

Due to an extended period of leave, Council is seeking to appoint a person with demonstrated proficiency in the use of various software packages together with proven skills and experience providing efficient and effective administration services.

The appointment is to cover a period of extended leave commencing June, 2019.

Remuneration will be based on Band 5 classification of the Mansfield Shire Council Enterprise Agreement 2016.

For a confidential discussion regarding the position contact Michelle Kain, Governance and Risk Coordinator on 5775 8615.

For full details on the above positions, please refer to the Employment page of Council's website

www.mansfield.vic.gov.au

Written applications close at 5:00pm on Monday 6 May 2019.