



## **ADMINISTRATION ASSISTANT – OPERATIONS**

- Full Time, Fixed Term Contract until 30 June 2020 with possibility of an extension
- Salary Classification Band 4 - \$28.32 per hour

We are seeking an organised self-starter to provide administration support to our Operations team. The role will primarily involve administration duties required at our depots and responding to customer requests.

The successful applicant must have excellent communication, interpersonal and customer service skills, demonstrated experience using Microsoft programs, and proven ability to work effectively within a team. Experience providing administration in local government would also be highly regarded.

### **EMPLOYEE BENEFITS:**

Working at Strathbogie Shire, employees enjoy a range of staff benefits including flexible working arrangements, free on-site parking, Study Assistance and Professional Development Programs, Employee Assistance Program, Social Club, and Income Protection and Health Insurance schemes.

### **HOW TO APPLY:**

Applications must include a cover letter, current resume and a statement addressing the key selection criteria as outlined in the position description.

Applications must be submitted by **5:00pm Wednesday, 23 October 2019** and addressed to:

**Chris Dube**  
**Executive HR Business Partner**  
**Strathbogie Shire Council**  
**PO Box 177**  
**EUROA VIC 3666**

Alternatively, you may submit your application via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)

A copy of the Position Description can be found on the Council website.

For further information about the position, please contact John Canny, Manager Operations on 1800 065 993.