



**SOUTH BURNETT  
REGIONAL COUNCIL**

# Employment Opportunities

## **EXECUTIVE ASSISTANT (KINGAROY)**

Full Time Maximum Term (up to 12 months)

**\$71K - \$82K per annum + Allowances + Super**

Council is seeking someone who wants to make a genuine, tangible difference to our community and excels in dynamic and fast paced environments. The Executive Assistant is responsible for providing the CEO with high quality, accurate, timely and professional senior executive and administrative support.

This position is required to ensure effective communication, administration and coordination of information and events related to the Office of the CEO and to ensure that requirements for support are actioned and always maintained.

You will be expected to effectively coordinate the activities of the CEO through strategic diary management, which will include daily correspondence, travel arrangements, workflow management, and meeting support. It is expected that the successful applicant has a high level of financial literacy and a sound knowledge of business processes. A broad IT system experience is required as an average day will include preparing, coordinating, and reviewing high-level communication and written information in the form of briefs, emails, and correspondence, to respond to issues and enquiries.

### **MANDATORY:**

- Minimum requirement of a current C Class driver's licence
- Certificate III in Business (desirable).

### **BENEFITS INCLUDE:**

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

### **Your application must include:**

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

**APPLICATIONS CLOSE 4:00PM FRIDAY, 12 July 2024**