



POSITION VACANT

Administration Officer – Engineering Services

Fulltime

We Value: Respect | Communication | Fun & Humour | Pride | Trust | Teamwork

Salary: \$52,795 - \$64,174 per annum (depending on experience) plus applicable allowances

Reporting to the Director of Engineering Services, the successful applicant will be responsible for providing administrative assistance to Council's Engineering Services section. The duties include but are not limited to preparation of meeting agendas and minutes, processing timesheets, cost reports and financial reconciliation tasks associated with works projects. The successful applicant will also assist with RMPC and other funding claims and documentation, and calling for quotations and tenders.

The hours of duty will be 7am to 4pm daily with a total of 72.5 ordinary hours per fortnight. Hours of work may be varied if necessary by agreement to ensure Council can attract the right person for the job.

The successful applicant will be expected to exhibit and promote Council's corporate values, and this will be considered as part of the selection process.

Mandatory Requirements

- Successful completion of Year 12 or equivalent;
- Competent computer skills including Microsoft Word and Excel;
- Satisfactory oral and written communication skills (report writing etc);
- Current Queensland 'C' Class Drivers Licence;
- Current General Construction Induction Card;
- Demonstrated ability to liaise with people at all levels within the organisation;
- Demonstrated ability to work under pressure, meet deadlines and to prioritise work commitments.

Desirable Requirements

- Twelve (12) months experience in an administration support role;
- Local Government Industry experience; and
- Prior experience in cost reporting, budgets, financial reconciliation and record keeping.

Closing Date

4:00pm on Wednesday 08 January 2020

How to apply

Applicants must refer to Council's website www.quilpie.qld.gov.au for details on how to apply and to view the Position Description. Applications should include an Applicant Cover Sheet, Cover Letter and Resume.

13/12/2019

Council is an equal opportunity employer

Dave Burges

(07) 4656 0500

Chief Executive Officer

www.quilpie.qld.gov.au