



Shire of Meekatharra

Administration Assistant Cash to \$59,525 Package up to \$73,714

Applications are sought from an enthusiastic and motivated person who has experience in providing quality administrative support and customer service and can work as part of a small team in a supportive and friendly environment. This position will allow someone interested in a Local Government career to gain sound experience in Local Government operations. Promotion within the organisation is actively encouraged.

You are not required to address selection criteria, however, a detailed resume/CV and cover letter must be provided.

Generous benefits include subsidized housing or housing allowance, 5 weeks annual leave, 19 day month, up to 14.5% superannuation and staff uniform allowance. Conditions of employment are in accordance with the Local Government Industry Award 2010.

This position provides Administrative support to Council's Management Team and other staff members.

Interested persons should obtain an information package by contacting Sam Perkins by email cs@meekashire.wa.gov.au or phone (08) 9980 0600.

The Shire is eager to fill this position so candidates are encouraged to submit their Resume/CV with a covering letter by the closing date of Monday the 27th November 2017 at 4pm.