



## SEEKING EXPRESSIONS OF INTEREST

### Administration Officer EOI

Burke Shire Council is currently seeking experienced Administration Officers to submit their Expression of Interest (EOI) for full time / part time / casual administration positions.

The primary purpose of the role is to contribute to the operational objectives of Council by coordinating an efficient and effective administration and records management system.

#### Skills sought:

- Good oral and written communication skills
- Administration and/or records management experience
- Computer skills including working knowledge of Microsoft Office
- High attention to detail
- The ability to maintain confidentiality of information
- A willingness to learn new skills and processes
- Must be willing to obtain a blue card

Commencement rate negotiable dependent upon qualifications and experience. The pay rate shall be between \$29.86 and \$35.33 per hour (excluding 25% casual loading if applicable, plus pro-rata allowances) which is based between Level 1 and 3 of the Certified Agreement.

To submit an expression of interest, please email your resume to [hr@burke.qld.gov.au](mailto:hr@burke.qld.gov.au) by 18 July 2025. Council reserves the right to appoint a suitable applicant before the specified closing date.

A handwritten signature in black ink, appearing to read 'Chelsea Nelson'.

Chelsea Nelson  
People and Culture Manager

**Inclusion** | **Integrity** | **Innovation** | **Infrastructure**