

**WE'RE HIRING, JOIN OUR TEAM!**

## Works and Services Administrator

**Location:** Burketown, QLD

**Employment Type:** Permanent, Full-time

*Burke Shire Council is seeking a motivated, organised Works and Services Administrator for our Burketown team. This support role provides high-quality administrative assistance to the Works Manager and Works & Services team to keep essential services running smoothly across the shire.*

### About the Role:

In this role, you will:

- Provide day-to-day administrative support to the Works Manager and supervisors
- Assist with records management, procurement, reporting, and customer enquiries
- Maintain road condition reports and communicate updates to the community
- Support stores, depot staff, and aviation functions as required
- Ensure compliance with Workplace Health and Safety requirements

### About You

We are looking for someone who is:

- Highly organised, with strong computer and administration skills
- Able to work independently as well as part of a team
- Confident in providing professional customer service to a range of stakeholders
- Skilled at prioritising tasks and meeting deadlines
- Flexible and willing to assist across different areas of council operations

### Qualifications and Experience

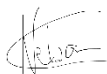
- Previous experience in administration is essential
- Experience in local government, construction, or related fields will be highly regarded
- A current Class C driver licence

### What We Offer

- Salary: \$66,594 per annum
- Superannuation: 12%
- Allowances, including Locality Allowance.
- Support for education and training opportunities.
- Monthly Rostered Day Off (RDO) to support work-life balance.
- Free access to a community gym.

### How to Apply

Send your resume and cover letter outlining your suitability to [hr@burke.qld.gov.au](mailto:hr@burke.qld.gov.au) by 3 October 2025. Council reserves the right to appoint a suitable applicant before the specified closing date.



Chelsea Nelson

People and Culture Manager

**Inclusion | Integrity | Innovation | Infrastructure**