



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 by 28 March 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