Depot Administration Officer

Closing date: C.O.B Friday 21 January 2022

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of the North West, 650 kilometres west of Townsville and approximately 2.5 hours drive east of Mount Isa. Mount Isa offers direct flights to Brisbane, and Julia Creek has the option of REX flights to Mount Isa and Townsville three days per week. Julia Creek has a population of approximately 400 people; however the Shire's population is close to 1000 residents.

Julia Creek is a friendly community which punches well above its weight for a small community and offers an abundance of facilities and opportunities for its residents. The facilities include, medical centre, 24/7 accessible gym, swimming pool with water slides, dog park, bike safety park and indoor sports centre and tennis courts just to name a few. Recreational activities also are plenty with many great annual events (Races, Rodeos, Campdrafts, Arts & Cultural Workshops) taking place in the region.

Council have a staff of approximately 70 employees and the 2021/2022 budget provides for total revenue of $19 million with total expenses of $18 million, ensuring a balanced budget.

The Role

McKinlay Shire Council has an exciting position available in Julia Creek for an enthusiastic Administration Officer for Council's Depot Office.

Key responsibilities of the role are inclusive of:

- Welcoming all clients/customers to the depot building
- Answering all incoming calls and redirecting of such calls to appropriate officer
- Relieve other areas of Council's Depot Office
- Other general administrative duties as required

Benefits

- Attractive Salary - $47,121 - $52,452
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading
- Accrued day off once per month

A recruitment pack, including Position Description, can be found on **www.mckinlay.qld.gov.au**, or by contacting the HR department on (07) 47 467 166, email **employment@mckinlay.qld.gov.au**