Position Vacant
Executive Assistant
Closing date: Monday 13th May 2024

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 kilometers 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 50 employees and the 2023/2024 budget provides for total revenue of $50 million with total expenses of $19 million.

The Role
McKinlay Shire Council has an exciting position available in Julia Creek for an enthusiastic Executive Assistant.

Reporting directly to the CEO, the Executive Assistant will support the members of the McKinlay Shire Council Executive Management Team, developing and maintaining Council's Corporate image, and demonstrating a high degree of judgement, initiative, confidentiality, and sensitivity to all duties.

Desired applicants will hold the following qualifications and/or experience:
- Local Government qualifications and/or experience;
- Have a minimum of two years experience in a similar role, preferably in Local Government; or alternatively recognised qualification and/or experience;
- Ability to effectively use computer-based systems and general office equipment;
- Proficiency in Microsoft Office based programs such as Word, Excel, Publisher and Outlook;
- Sound knowledge of meeting procedures; and
- Experience in creating reports and meeting minute taking.

Benefits
- Attractive Salary - $62,389.42
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading
- Accrued day off once per month
- Up to 13% employer superannuation contributions
- Professional development opportunities

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**