



Administration Officer - Reception

Closing Date : Applications Assessed on Submission

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of North West Queensland, 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, 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 60 employees and the 2023/2024 budget provides for total budget of \$19 million.

The Role

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

Key responsibilities of the role are inclusive of:

- Welcoming all clients/customers to the administration building
- Answering all incoming calls and redirecting of such calls to appropriate officer
- Collection and sorting of daily mail including emails and facsimiles
- Daily banking
- Other general administrative duties as required

Benefits

- Attractive Salary: \$55,108.37 Annually- Level 2- Local Government Industry Award (Stream A)
- Locality Allowance
- Five weeks Annual leave plus 17.50% 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