



Executive Administrative Officer

Closing Date: 01st April 2025

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.

The Role

McKinlay Shire Council has an exciting position available in Julia Creek for an enthusiastic Executive Administrative Officer.

Reporting directly to the CEO and Director Corporate and Community Services, the Executive Administrative Officer 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;
- Experience in creating reports and meeting minute taking.
- 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 - \$72,208.76 Level 4.1- Local Government Industry Award (Stream A)
- Locality Allowance
- Five weeks Annual leave plus 17.50% leave loading
- Accrued day off once per month
- Access to the swimming pool and Water Park
- Subsidized gym membership
- Staff discounts on childcare
- Corporate Uniform available

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