



## EXTERNAL VACANCY ADMINISTRATIVE SUPPORT OFFICER PEOPLE AND CULTURE (MAX TERM – 12 MONTHS)

Level 2

Queensland Local Government Industry (Stream A) Award – State 2017  
Salary \$68,108.00 - \$72,516.00 per annum  
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for an **Administrative Support Officer** to join our People and Culture team on a maximum term basis. This position will provide effective administrative services to the People and Culture section in line with Council values and procedures.

### The successful applicant will have:

- Certificate III in Business Administration is desirable;
- Current QLD manual Driver's Licence or ability to acquire a licence prior to commencing in the role is essential.
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- Self-motivated with strong time management, problem solving and decision making abilities;
- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- High level of computing skills using Microsoft Suite of programs essential;
- High level effective written and verbal communication skills;
- A team approach and the ability to effectively multi-task to achieve outcomes;
- Knowledge of human resource functions, policies and strategies, or ability to obtain;
- Understanding and ability to apply legislation relevant to Local Government;
- Ability to prioritise workload and manage time effectively;
- Experience in an administration environment in a medium to large public or private sector organisation (Local Government desirable); and
- Experience in preparing written correspondence and report writing with an attention to detail.

**You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.**

### The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); minimum 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

### Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

**Applications Close 5:00pm Tuesday, 7 February 2023.**

**Dale Dickson**  
Interim Chief Executive Officer

**PO Box 815 MOUNT ISA QLD 482**  
Website: [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

**Applicants must be eligible to live and work within Australia**



## Mount Isa City Council

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