



## EXTERNAL VACANCY FUNCTION AND EVENT SUPPORT OFFICERS CASUAL POOL

Level 1 Yard + 23%  
Queensland Local Government Industry (Stream B) Award – State 2017  
\$39.8193 per hour

Multiple opportunities exist within Mount Isa City Council for **Function and Event Support Officers** to join our casual pool in the Events section. This position is used on a needs basis to support execution of Mount Isa City Council functions and events. The role is required to provide the highest standard of service to all the customers ensuring the needs of the customers are met in a timely, accurate and efficient manner.

### The successful applicants will have:

- Experience in an equivalent position desirable;
- Current "C" class manual Driver's Licence or ability to acquire a licence prior to commencement desirable;
- Current Responsible Service of Alcohol Certificate (RSA); desirable.
- Ability to work efficiently and keep calm, under pressure;
- Ability to work quickly but efficiently;
- Ability to work well in a team;
- Good Cash handling and cash register operation;
- High Level of cleanliness;
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- A team approach and the ability to effectively operate in a multi-faceted unit where multitasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision making abilities;
- Understanding of a food and beverage industry environment; and
- Understanding of customer service environment.

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

**Applicants will be required to undertake and pass a pre-employment medical.**

### The benefits of working for Local Government:

Council offers excellent working conditions, training specific to the position, and provides any required personal protective equipment.

### Applications/Enquiries:

Applications should be supported by full resumes and a completed application form. Any questions, please don't hesitate to email [HR@mountisa.qld.gov.au](mailto:HR@mountisa.qld.gov.au) or call on 07 4747 3200.

**Applications Close 5:00pm on Tuesday 28 March 2023.**

**Dale Dickson**  
Chief Executive Officer

**PO Box 815 MOUNT ISA QLD 4825**  
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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