



Shire of Shark Bay

ADMINISTRATION OFFICER

The Shire of Shark Bay is located in the Shark Bay World Heritage Area which is one of three World Heritage areas within WA. Located approximately 830 kilometres north of Perth, Shark Bay is a wonderland of world-class natural attractions, the clear turquoise waters are ablaze with multi-coloured sea life and stretching beyond the white sandy beaches are spectacular rust-red sand dunes.

The Shire is seeking a full time Administration Officer to provide administration service for the Shire of Shark Bay in the areas of Planning, Building and Health, Records and to assist with Cashiering, Reception Library Services and Department of Transport licensing also to assist with other office functions as required. A position description can be found on Council's website www.sharkbay.wa.gov.au .

This is a full-time position inclusive of one Rostered Day Off per month. The successful applicant will need to have good interpersonal and communication skills. Strong word and excel skills and experience in local government would be advantageous though not necessary as training will be provided.

The position is offered, depending on skills and experience, with an attractive salary range of \$51,226 to \$56,155 plus \$5,112 per annum Shark Bay Allowance and superannuation.

Further information about the position is available by visiting our website www.sharkbay.wa.gov.au or by contacting Ms Andrea Pears on (08) 99481218.

Written applications including your current CV, a covering letter with a short statement highlighting relevant experience and expertise that relates to the position should be sent to: admin@sharkbay.wa.gov.au or mailed to Paul Anderson Chief Executive Officer Shire of Shark Bay PO Box 126 Denham WA 6537 "Private & Confidential " by 4.00pm Tuesday 27 April 2021.