



Shire of Shark Bay

RECEPTIONIST

The Shire of Shark Bay is seeking a receptionist to provide customer service, library services and to assist with other administration functions as required. This position could align well with school hours, opening the opportunity for parents with children attending school.

The Shire of Shark Bay is located in the Shark Bay World Heritage Area which is one of three World Heritage areas within Western Australia. Located approximately 830 kilometres north of Perth, Shark Bay is an area 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 of Shark Bay is an employer committed to fostering a diverse and inclusive workplace where all employees feel valued and empowered.

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 a pay rate of \$30.17 per hour plus superannuation.

Further information about the position is available by visiting our website www.sharkbay.wa.gov.au or by contacting Jane Green on (08) 9948 1218.

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 Dale Chapman Chief Executive Officer Shire of Shark Bay PO Box 126 Denham WA 6537 "Private & Confidential".