

Executive Assistant (EA)
21/07:01
Re-advertised



If you are looking to contribute to our success, meet challenges head on, and play a key role in delivering outstanding administrative and customer service, this position may just be for you.

The EA supports the Mayor, General Manager and Manager Corporate Services. We are looking for a candidate who is a great communicator and enjoys promoting a positive culture engaging all areas of the organisation

- You thrive in an environment that is fast paced and dynamic and are comfortable working with a high level of autonomy.
- Your ability to manage competing priorities coupled with a desire to always provide quality outcomes will be highly regarded.
- Proven administrative experience and sound working knowledge of Microsoft Office applications

WE OFFER

- Full-time, permanent role, 9-day fortnight
- Additional long service leave after 10 years' permanent service
- Salary range: \$1421.48 - \$1705.77 gross per week

YOUR CONTRIBUTION

This position is accountable for delivering a range of executive and administrative services that support the achievement of

organisational goals as well as coordinating Council's Customer Service unit.

LODGING YOUR APPLICATION

Obtain a job vacancy pack by contacting Human Resources on (02) 6830 8000, email hr@bourke.nsw.gov.au or go to our website www.bourke.nsw.gov.au

Applications close 2.00pm Friday 10th September 2021.

