

# EXECUTIVE ASSISTANT

## LEVEL 2.1-4.4

STREAM A LOCAL GOVERNMENT AWARD



BULLOO SHIRE COUNCIL

WE ARE  
HIRING

### *Benefits & Allowances*

- 5 weeks annual leave
- 17.5% leave loading
- 15 days personal leave
- Fortnightly RDO's,
- Locality Allowance
- Salary Sacrifice Rent & Super
- Opportunities for professional development and career growth
- Employee Assistance Program
- 11.5% Super (as of 1/7/2024)
- Health & wellbeing support
- Relocation Assistance



68 Dowling St, Thargomindah



07 4621 8000



council@bulloo.qld.gov.au

The Bulloo Shire is located in the far Southwest corner of Outback Queensland and covers an area of 73,600 square kilometers (4.26%), making it the third largest Shire in the State.

We are a modern-day Council, that is consistently focused on improving our facilities, venues, infrastructure and plant. This Council is committed to supporting growth and development in our Shire and not let our towns become a casualty of limited employment, and declining population.

### THE POSITION

As the Executive Assistant to the CEO, Mayor and Councillors, you will play a pivotal role in providing exceptional professional and highly confidential administrative support.

This role

- i) acts as a key liaison and facilitator for customer service and communication within the Office of the CEO and Mayor, both internally and externally.
- ii) assist in managing compliance with the legislative and statutory functions undertaken by the Council, including maintenance of statutory registers and disclosures, delegations and authorisations, policy development and review, liaising with external agencies and government departments and other governance issues. The work to be undertaken will be under the direction of the CEO.

### KEY RESPONSIBILITIES:

- Provide high-level administrative support to the Chief Executive Officer and other senior executives.
- Manage and coordinating the CEO and Mayor's time, priorities, and schedules
- Prepare and proofread correspondence, reports, and presentations.
- Coordinate meetings, including agenda preparation and minute taking.
- Handle confidential information with discretion.
- Maintenance of statutory and governance registers
- Liaise with internal and external stakeholders on behalf of the executives.

### KEY REQUIREMENTS

- Proven experience as an Executive Assistant or in a similar role.
- Excellent organisational and time-management skills.
- Strong written and verbal communication abilities.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- High level of professionalism and confidentiality



### WHAT IS NEXT:

Please submit your resume and a cover letter outlining your suitability for the role to [council@bulloo.qld.gov.au](mailto:council@bulloo.qld.gov.au) by 12 July 2024 5pm.

For more information about this position, please contact Human Resources on 07-46218000.

Join the Bulloo Shire Council team and help us make a positive impact on our community!

Bulloo Shire Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

For position description please visit <https://www.bulloo.qld.gov.au/aboutcouncil/positions-vacant>