



DOOMADGEE ABORIGINAL SHIRE COUNCIL
Sharpe Street, DOOMADGEE QLD 4830

Phone: (07) 4745 8351

Fax : (07) 4745 8390

A.B.N. 64535061721

Personal Assistant to the CEO

This position is responsible for:

This position is to facilitate the effective operation of the Office of the Chief Executive Officer by providing effective, efficient administrative and time-management support to the Chief Executive Officer, Mayor and Councillors. Prepare agendas, minutes of meeting and follow up action items within required timeframes. Remuneration will be at Queensland Local Government Industry Award (Stream A) - State 2017 Administrative Level 4 – 5 depending on experience.

Experience and/or Qualifications

-) Tertiary qualifications in Administration OR at least three (3) years relevant experience as a Personal Secretary/Executive Assistant OR three (3) years Local Government experience
-) A current Queensland "C" Class Driver's License

Applicants will need to complete an Application for Employment and address the selection criteria which can be obtained from the Council office or downloaded from Council webpage –

www.doomadgee.qld.gov.au/work-with-us

Applications must be addressed to:
Chief Executive Officer
Doomadgee Aboriginal Shire Council
275 Sharpe Street
Doomadgee Qld 4830
Or emailed to jobs@doomadgee.qld.gov.au

Applications close on Friday 28th June 2019 at 4:15pm