



JOB VACANCY

**We're looking for a reliable:
Administration Officer**

This position is responsible for:

1. Reception, relieving in the post office, Rex airline bookings
2. Providing general admin support in the office

Experience:

1. Do you have office and customer service experience?
2. Do you have experience using Microsoft office data entry and preparing documents?
3. Are you a local in Doomadgee with a drivers' license?

If you have experience, we'd really like to hear from you.
Need more info? Call our friendly HR Manager to have a chat.
Contact Jo Cray phone 3164 6261, mobile 0417 197 561 or email
hr@doomadgee.qld.gov.au

How to apply?

Please complete a Council Application for Employment form and submit your application at the Council Office. Applications close 4 March 2020
Alternatively email your completed application to hr@doomadgee.qld.gov.au

The position description is available on Council website:
www.doomadgee.qld.gov.au/work-with-us