



OUR CULTURE

A place that proudly delivers great things

EXECUTIVE SUPPORT OFFICER
Ongoing
Part Time (0.8 FTE)
Salary Range:
\$72,524 - \$78,420 p/a

We take pride in delivering outcomes for our community and we empower our staff by delivering on promises and recognise achievements. We value our people and achieve great things by being innovative, easy to do business with and engaging with our community to inspire progress and build a future. Best of all, we enjoy what we do.

Are you passionate about working with a team who is collaborative and supportive? Do you thrive in an environment that supports your development, challenges your thinking and motivates you to deliver the best outcomes for the community? If that sounds like you, then read on.

You will provide administrative and organisational support for the delivery of civic governance services and to the General Manager Strategy and Corporate. You will assist in managing the operations of the elected body, provide quality customer service support to the public, Council, Elected Members and staff and support the Internal Audit Committee to ensure timely processing of Council and Governance documents.

We are seeking a professional with exceptional customer service and excellent communication skills with experience in drafting general correspondence, reports, agendas and minutes and maintaining confidential items. A high level of proficiency in Microsoft Office and experience in using corporate digital applications is essential.

We offer flexible working options, however some work on Tuesday and Wednesday evenings, outside of normal working hours will be required to support ad hoc and scheduled meetings. You must also be available to work on Thursdays to support Council administrative processes.

A qualification in a related area or significant related experience, and an unencumbered Australian driver's licence is essential.

The Position Description is available at www.holdfastbaycareers.com.au. Please provide a resume and cover letter of up to 2 pages introducing yourself and outlining your qualifications, experience and skills relating to the role (refer to the Position Description for full details), and email to careers@holdfast.sa.gov.au (quoting Ref No. 75/21).

If you would like further information, please contact Kerri-anne Rowntree on 8229 9961.

Applications close at 9am on 1 December 2021.

DHS Screening Required.

OUR VALUES

ARISE

ACHIEVEMENT RESPECT INNOVATION SIMPLICITY ENGAGEMENT