

Casual Receptionist/Administration Officer

13th September 2024

We are seeking casual Administration/Receptionist in work in our Corporate Services Team to cover our receptionists and administration officers when they are on annual leave or unexpected leave.

This is a casual role. The hours are between 8am and 5pm Monday to Thursday and Friday 8am to 12pm. We are looking for someone that has reception experience or administration experience and can be flexible to cover and pick up tasks quickly.

- Great communication skills
- Confident, Friendly, and positive attitude
- Microsoft Office or 365 experience
- Ability to communicate with individuals at all levels
- Must be punctual and reliable
- A current Class C drivers' licence

Please send EOI and resumes to: jobs@cherbourg.qld.gov.au

Applications close 20th September 2024 and interviews will be conducted as soon as applications arrive.

*Note: if a suitable applicant is found, CASC has the right to close the applications sooner. So please get your applications and resumes in asap.