



## POSITION VACANT: Executive Administration Officer

CASC is seeking a proactive, mature and detail orientated candidate for the role of **Executive Administration Officer - (Elders Advisory Group)**

Do you want to contribute to community of Cherbourg and work with the Elders and Leaders within Community. Are you organised, confident and looking for an exciting challenge. No two days are the same and opportunity to network with a range of stakeholders.

As the Executive Administration Officer – you will provide an integral role and deliver a high level administrative and secretarial support to the Elders Advisory Group and Mayor.

### **Key Role and Responsibilities**

- Provide administration support the Advisory Group and Mayor
- Coordinate the Mayor's meeting diary and events attendance
- Coordinate travel bookings
- Coordinate the Elders Advisory meeting agenda and take minutes
- Draft and edit correspondence, reports, and presentations
- Provide administration assistance and secretarial support to the Chief Executive Officer when the CEO's EA is on leave.
- some interstate and intrastate travel

### **What we offer**

- Flexible work arrangements
- EAP
- Professional Development and Training
- Uniforms
- EAP
- Salary Sacrifice
- QLD Local Govt Award rates

You will be provided with the training required and surrounded by a supportive leadership group.

Please send EOI and resume to: [jobs@cherbourg.qld.gov.au](mailto:jobs@cherbourg.qld.gov.au)

Applications closes the 15th of November 2024

\*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.