

# Administration Officer - Infrastructure

**Join the Paroo Shire Council Team**  
**Click on the link below and find the job that is YOU!**  
**Launch your new career NOW!**



Sitting in stunning Southwest Queensland, a stone's throw from the NSW boarder and a short sidestep (or two) to the South Australia border, the Paroo Shire comprises of four towns, Cunnamulla, Eulo, Wyandra and Yowah. The shire hosts vast cultural diversity within its vibrant rural communities with a shire population of approximately 1679 residents. Main industries include but certainly not limited to within the shire include beef, prime lamb, wool and goat production, apiary, wildlife harvesting, opal mining and the growing tourism industry.

## **About Paroo Shire Council**

A Paroo Shire Council career goes beyond business as usual. You'll find exciting development pathways rich in opportunity. Our thriving and engaged culture-first workplace is built on the passion and talent of people who proudly deliver vital services and exciting projects to a community they care about.

Our organisation comprises of a multicultural workplace of around 75 (2023-2024) full-time, part-time and casual employees, all benefiting from great flexibility, work/life sway, study support, health and wellbeing initiatives and ongoing learning.

Paroo Shire Council has a close-knit culture, with networking encouraged to support all teams.

## **Why You'll Like Working Here**

At Paroo Shire Council, we are committed to our community and its environment and provide our employees with the same level of commitment and care. As a member of a close-knit team, you will experience a connected and supportive environment.

The team you will join is welcoming and knowledgeable and ready to collaborate to continually improve our systems and processes.

We offer diverse and rewarding work, ongoing training and development opportunities, and genuine work-life balance. Additionally, our staff have the opportunity to deliver on initiatives that have a tangible impact on the daily lives of residents.

We will offer you competitive remuneration packaging and allowances

- Partly furnished accommodation where you can create a home may be considered
- Relocation expenses considered on application
- Time to relax with family and friends with 4 weeks annual leave and 17.5% loading
- A nine (9) day fortnight to enjoy a leisurely long weekend
- Uniforms so that you never need to find something to wear.

**If you would like further information, please contact:**  
**Denise O'Brien Manager Human Resources on**  
**07 4655 8400, or simply email a cover letter and your resume outlining your**  
**qualifications and experiences to [hr@paroo.qld.gov.au](mailto:hr@paroo.qld.gov.au)**

We invite you to learn more about what Paroo Shire Council has to offer at  
<https://www.paroo.qld.gov.au/>

**[CALL NOW](#)**



## Position Vacant Administration Officer - Infrastructure

The Shire of Paroo is a local government area in Southwest Queensland, Australia. The Paroo Shire covers an area of 47,623 square kilometres (18,387 sq mi). In the 2021 census, the Shire had a population of 1,679. The region incorporates four towns Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and is centrally situated on the crossroads of the Balonne and Mitchell Highways. Cunnamulla, meaning "long stretch of water", gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

### The Position

This role is to provide support the Administration needs of Council's Infrastructure Department. Complete your assigned tasks to the specified level in the assigned timeframes and maintain confidentiality when handling information and documents.

### Selection Criteria

- 1) Demonstrated experience in an administrative role preferably in a Council or Infrastructure environment;
- 2) Demonstrated knowledge and/or experience in the road construction and maintenance industry;
- 3) High level of skills and experience in using MS Office including Outlook, Word, Excel and MS Project;
- 4) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- 5) Strong interpersonal, verbal and written communication skills with a strong commitment to customer service;
- 6) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner; and
- 7) Demonstrated commitment to Workplace Health and Safety policies and procedures.

### Experience & Qualifications

- Comply with council policies and procedures including Code of Conduct and Workplace Health and Safety Policy;
- Complete all assigned tasks to the level required and within the assigned timeframe;
- Handle all assigned tasks while maintaining confidentiality and respecting the privacy of any individuals or organisations involved;
- Communicates clearly and effectively with Co-workers, managers and the community;
- Provides a high level of customer service within their area of responsibility;
- Excellent attention to detail;
- The ability to juggle competing priorities and enjoy a challenge;
- Sound knowledge of road construction terminology and techniques or ability to learn;
- Knowledge of policies and regulations relating to Local Government or the ability to learn;
- Quality Assurance and Workplace Health and Safety processes;
- Council's policies and procedures or a demonstrated ability to learn; and
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence or higher is an essential requirement for this position.

### Benefits

- A competitive remuneration package is offered, depending on experience and qualifications.
- 5 weeks annual leave with 17.5% loading
- 9-day fortnight
- Uniforms provided.

A position description is available [here](#). Applications closing on Tuesday 25 July at 3pm, late applications will not be accepted and we reserve the right to close the position earlier than stated.

To apply please email your resume, cover letter outlining your experiences of the selection criteria and [application form](#) to [hr@paroo.qld.gov.au](mailto:hr@paroo.qld.gov.au) For further information please contact the HR Officer on 07 4655 8400.

**Please note we can only consider your application if you are eligible to work in Australia.**