



Blackall-Tambo **Regional Council**

Expressions of Interest

CASUAL ADMINISTRATION OFFICER - BLACKALL

Blackall-Tambo Regional Council is seeking expressions of interest for experienced Administration Officers in the Corporate Services directorate based in Blackall.

Administration Officers will be required to present a professional image of Council through the provision of administration services in a team environment.

Skills, Experience and Qualifications

To be considered for a casual Administration Officer position at Council, please submit a resume and covering letter (maximum of 2 pages in length) which addresses the following:

1. Administration experience in an office environment including customer service and the ability to follow processes and procedures.
2. Demonstrated excellent communication and interpersonal skills.
3. Demonstrated experience in accurately recording, receiving, receipting, processing, storing and retrieving any correspondence.

Applications can be emailed to HR@btrc.qld.gov.au or posted to:

Private and Confidential
Chief Executive Officer
Blackall-Tambo Regional Council
PO Box 21
BLACKALL QLD 4472

Please note that you will not receive any updates if there are no suitable vacancies. Council will keep your expression of interest on file, and it will remain active until 30 June 2024. After this date, you will be required to re-submit your expression of interest to continue to be considered for future casual administration positions at Council. Please ensure that you apply for any specific position that is advertised on Council's website that you are interested in being considered for.

"Blackall-Tambo Regional Council is an Equal Employment Opportunity Employer"

DA Howard
Chief Executive Officer

PO Box 21
BLACKALL QLD 4472