



The Shire of Ngaanyatjarraku is excited to announce an exceptional opportunity for an experienced and motivated individual to join our team on a casual basis, as an **Executive Officer**.

As our Executive Officer, you will have the unique opportunity to work in a completely remote, work from home position, while still making a difference in your local government. We offer an attractive hourly rate of \$40 - \$45 per hour, professional development and growth opportunities and the chance to work closely with the Chief Executive Officer in a local government setting.

You will be responsible for:

- Providing executive assistance to the Councillors and Chief Executive Officer
- Coordinating the preparation and distribution of agendas and minutes for Council/Committee meetings
- Arranging meetings, appointments, and travel for the Councillors and Executive Services
- Maintaining confidential and sensitive information with utmost discretion and professionalism
- Ensuring records are used, maintained, and managed per the Council's Record Keeping Plan
- Performing minor purchasing as requested
- Undertaking other administrative tasks as requested

Qualifications and Experience:

To be eligible for this role, you should meet the following criteria –

- Proven experience as an administration or executive assistant in a local government setting
- Strong administration skills, including the ability to manage multiple tasks and priorities simultaneously with minimal supervision.
- Excellent verbal and written communication skills, with the ability to liaise effectively with stakeholders at all levels of the organization.
- Proven time management skills, with the ability to prioritize workloads and meet deadlines.
- Knowledge of local government specific software packages such as Synergy Soft.
- Demonstrated knowledge and proficiency of Microsoft-based applications.

About us:

At the Shire of Ngaanyatjarraku, we take pride in delivering essential services to ten distinct communities within our borders, with a commitment to high-quality service for residents and visitors alike. Our location in the heart of Western Australia's outback provides unparalleled natural beauty, from the rugged Rawlinson Ranges to the iconic red sands of the Gibson Desert. The Tjulyuru Cultural and Civic Centre in Warburton is where our team collaborates to ensure our communities thrive.

If you're passionate about providing high-level administrative support and possess the required qualifications and local government experience, we invite you to apply for this exciting opportunity by emailing your resume to humanresources@ngaanyatjarraku.wa.gov.au

Further information about the position is available by contacting Renae Withoos, Human Resources Consultant, humanresources@ngaanyatjarraku.wa.gov.au or can be obtained via the Shire of Ngaanyatjarraku website at <https://www.ngaanyatjarraku.wa.gov.au/our-shire/work-with-us/employment.aspx>