



POSITION VACANT

Casual Administration Officer

Applications are invited for the position of Casual Administration Officer with Croydon Shire Council.

Reporting to the Works Manager and the Business Manager you will be responsible for providing administration support in a professional, efficient, and confidential manner to enhance the performance of Council and its operations.

The Position Description is available on Council's website www.croydon.qld.gov.au, by phoning (07) 4748 7100 or by emailing admin@croydon.qld.gov.au.

For enquiries about the position, please contact Councils Acting Business Manager, Rebecca Fitzgerald, on (07) 4748 7100 or email rfitzgerald@croydon.qld.gov.au.

Applications close at 9:00am on Monday 29 May 2023.

Jacqui Cresswell
Chief Executive Officer

19 May 2023



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Email: admin@croydon.qld.gov.au | Web: www.croydon.qld.gov.au | ABN 98 659 525 296

Established in 1909 by the Consolidation of the Croydon Divisional Board (Est. 1888) and the Croydon Municipal Council (Est. 1892)