



# **POSITION VACANT**

## **ADMINISTRATION OFFICER / RECEPTION**

Applications are invited for Administration Officer/Reception position with Croydon Shire Council.

This position is permanent, full-time. Reporting to the Business Manager, you will be responsible for Council's accounts payable function, as well as providing a high level of administration, customer service and Queensland Government Agency Program (QGAP) function.

### **Skills / Experience Required:**

To be successful in this role, you will ideally have experience in accounts payable and administration including:

- Knowledge of systems and procedures relating to accounts payable and business processes
- Experience and knowledge of general office and administration practices; and
- A high level of accuracy and attention to detail along with well-developed customer service and communication skills.

The Position Description is available on Council's website [www.croydon.qld.gov.au](http://www.croydon.qld.gov.au) by phoning (07) 4748 7100 or by emailing [admin@croydon.qld.gov.au](mailto:admin@croydon.qld.gov.au). For enquiries about the position, please contact Denise Knudsen, Business Manager on (07) 4748 7100.

Your application must include:

- Cover letter and statement addressing the selection criteria in the Position Description;
- Detailed resume including personal details (name, address and telephone number), education and training achievements, work history including employment dates and details of the duties;
- Names and contact details of a minimum of two referees; and
- Copies of relevant qualifications/certificates.

Applications are to be emailed to [admin@croydon.qld.gov.au](mailto:admin@croydon.qld.gov.au) or sent to Croydon Shire Council, PO Box 17, Croydon QLD 4871

**Applications close Tuesday 2 March 2021 at 9:00am**

**William Kerwin**  
**Chief Executive Officer**

17 February 2021

