



Croydon Shire Council

POSITION VACANT

Full Time Administration Reception Officer

Located approximately 550km south-west of Cairns and just south of the base of the Gulf of Carpentaria, in the heart of the Gulf Savannah country, lies the quaint and beautiful town of Croydon. Rich in history, boasting beautiful heritage buildings, the iconic Gulflander train, stunning sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. Croydon offers a unique Outback experience while providing all the necessary services, including a supermarket, healthcare centre, schooling, and recreational facilities.

Are you passionate about delivering exceptional customer service and being the welcoming face of an organisation? Croydon Shire Council is looking for a dynamic Administration Reception Officer to join our team and help keep things running smoothly.

What You'll Do:

- Be the first point of contact for our community.
- Provide efficient, high-quality administrative support across a variety of tasks.
- Help ensure the smooth operation of Council's administration.

What We're Looking For:

- Qualifications or experience in administration.
- Strong customer service and office administration skills.
- Proficiency in Microsoft Office Suite.
- Ability to prepare correspondence, reports, and procedures.
- Self-motivated, organised, and able to work independently.
- Commitment to confidentiality and ethical standards.

What We Offer:

- \$1,351.35/ week above award, Plus allowances
- Subsidised accommodation for you and your family.
- 5 weeks paid annual leave
- A supportive team environment in a vibrant rural community.

Apply Now:

Send your cover letter, resume, and two references by **5:00 pm, Thursday 18 December 2025** to:

Email: admin@croydon.qld.gov.au

Deliver: Croydon Shire Council Administration Office, 63 Samwell Street, Croydon QLD 4871

For more information, refer to the Position Description available at www.croydon.qld.gov.au or contact Human Resources on (07) 4748 7100 or hr@croydon.qld.gov.au.

Jacqui Cresswell

Chief Executive Officer

3 December 2025