



# Croydon Shire Council

## **POSITION VACANT**

### **Part 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.*

**The Position:** To perform duties in an Administration environment, using a broad range of skills, in a wide variety of situations whilst providing efficient and effective administration support to ensure the smooth operation of the council administration, whilst supporting high level customer service to the Croydon community. This position may have potential to convert to full time in the future.

**Skills / Experience Required:** To be successful in the role, you will need a:

1. Qualification or experience relevant to the position.
2. Experience working in a business environment and customer service role.
3. High level of professional office administration and customer service.
4. Experience with Microsoft Office Suite.
5. Experience in preparation of correspondence, procedures, reports.
6. The ability to work autonomously, with limited direction, prioritise work commitments and meet deadlines.
7. Ability to maintain confidentiality and always demonstrate a high level of ethical standards.
8. Highly motivated with the ability to show initiative.

The position description can be downloaded from Council's website [www.croydon.qld.gov.au](http://www.croydon.qld.gov.au)  
Accommodation is not included with this position.

For further information about the position please contact Council's Acting Director of Corporate Services, Stephen Frost, on 07 4748 7100 or email [sfrost@croydon.qld.gov.au](mailto:sfrost@croydon.qld.gov.au)

Applications are to include a covering letter, resume and at least 2 references and  
Emailed to: Human Resources Officer, Croydon Shire Council [admin@croydon.qld.gov.au](mailto:admin@croydon.qld.gov.au) or  
delivered to: Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld  
4871

**Applications close 5:00pm 24 September 2025.**

Jacqui Cresswell  
**Chief Executive Officer**

10 September 2025