



ADMINISTRATION OFFICER – PLANNING & DEVELOPMENT

The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. We are focused on working together, and delivering efficient and innovative ways of doing things.

The Shire is seeking a motivated individual to join our Planning & Development team. The Administration Officer (Planning & Development) role will assist with undertaking the statutory duties in a timely and efficient manner and ensure a professional work environment while providing helpful, efficient and courteous service to Senior Staff, fellow employees and to the general public.

The successful candidate should have previous administration experience, excellent customer service skills and advanced written and verbal communication skills. Demonstrated experience in computer skills and have the ability to produce high quality work under pressure will also be highly regarded.

A competitive salary of \$65,935 to \$68,910 per annum (pro rata) plus up to 16.5% superannuation, as well as access to other staff benefits including:

- housing allowance (up to \$300 per fortnight)
- uniform allowance
- training and development opportunities

This is an excellent opportunity for someone looking for work/life balance, with the position offering a minimum of 24 hours per week. Additional hours are likely to be required initially, and as the role evolves.

For any further queries about the role, please contact Roy Greive, Executive Manager Planning and Development on 9883 4999. For further information about the application process, contact Deb Lang on 9883 4999 or hr@boddington.wa.gov.au.

Applications are to be submitted to hr@boddington.wa.gov.au, and close at 4:00pm on Monday 22 August 2022.