



# Vacancies

## Executive Assistant Trainee

The Shire of Kellerberrin is seeking the following positions;

- Executive Assistant; and
- Trainee

The applicants are to have good personal skills and be able to approach each position in a positive and conscientious manner to work. Be willing to work in a cohesive team environment for the purposes of serving the community.

These positions are Full Time work, with flexible working arrangements if required.

An Information Pack can be obtained from the Manager of Governance, Codi Brindley-Mullen on 9045 4006 or via email [mog@kellerberrin.wa.gov.au](mailto:mog@kellerberrin.wa.gov.au).

Applications should be marked "**Private & Confidential** *"Title of Position applying for"*" and mailed to the Shire of Kellerberrin, PO Box 145, Kellerberrin WA 6410 or alternatively email to [mog@kellerberrin.wa.gov.au](mailto:mog@kellerberrin.wa.gov.au).

Applications will be received up to 12 noon, **Monday, 10<sup>th</sup> October 2022**.

Raymond Griffiths  
**Chief Executive Officer**