



Shire of Kellerberrin

Vacancy

Executive Assistant (Re-advertised)

The Shire of Kellerberrin is seeking an Executive Assistant to work with its Administration Team.

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

This position is a Full Time position, 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.

Applications should be marked “**Private & Confidential “Executive Assistant”**” and mailed to the Shire of Kellerberrin, PO Box 145, Kellerberrin WA 6410 or alternatively email to mog@kellerberrin.wa.gov.au.

Applications will be received up to 12 noon, **Friday, 6th January 2022**.

Raymond Griffiths
Chief Executive Officer

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*