



Administrative Support Officer

- **Combine career and lifestyle**
- **Broad customer focussed administrative role**
- **\$63,000 - \$71,000 neg plus Superannuation**

District Council of Mount Remarkable is home to some of the world's most diverse geographical land with a unique natural coastline as one boundary, and the other being some of the world's most productive agricultural land. Central to the location is the Remarkable Southern Flinders, a distinctive, growth tourism destination.

The area of the **District Council of Mount Remarkable** is located in the Southern Flinders Ranges of South Australia, approximately 250 kilometres from Adelaide. The Council district is 3,413 sq. kilometres in area with a population of approximately 2,900. The major townships within the area are Booleroo Centre, Melrose, Port Germein, Weeroona Island, Wilmington and Wirrabara. Agriculture and mixed farming are the predominant industries of the District.

Working in local government offers a career like no other, with the opportunity to utilise your skills and experience across a diverse workplace which provides broad essential services to the local community.

This frontline customer service focussed role deals with enquiries and requests from customers and community members. Ensuring payments are promptly actioned, processed and recorded at the front counter, telephone and email is a key component to the role.

Working as part of a small, close knit team with strong values and behaviours highlighting transparency and accountability and a high customer service ethos, additional areas of responsibility will include:

- general administrative support across the organisation including meeting support
- customer service
- assisting with Council's online presence

Previous experience in front line administrative role/s supporting managers and working in a team will be essential, along with a high level of proficiency in the Microsoft Office suite of programs as well as knowledge and skills to updates to Council's website maintenance. On the job training will be provided.

A "can do" attitude, attention to detail, ability to meet deadlines, outstanding customer service and strong written and verbal communication skills are key requirements of this role.

Experience with the collation and production of meeting agendas, drafting of minutes and correspondence will be well regarded, and Local Government knowledge would be a bonus.



The **District Council of Mount Remarkable** offers a modern workplace with flexible working arrangements, support with ongoing professional development, future opportunities for progression, above award conditions, provision of uniform and more.

A salary commensurate with skills and experience will be negotiated, and the role can be considered on a full-time or part-time basis.

Whether you are into biking, hiking or just seeking a lifestyle or career move, there is a lot going on at **District Council of Mount Remarkable**, which could be your new place to call home!

A Local Government background is preferred, however demonstrable relevant experience from other sectors and/or complex organizations may also be suitable.

Don't delay, apply now online quoting reference **MTR120224**.

Your application should include a detailed cv and a 1–2 page cover letter highlighting why you are a standout candidate for this position.

Enquiries most welcome and /or to obtain a Candidate Information Pack please phone, text or email **Heather Oliver** at **LG Talent** in confidence on [0404 801 969](tel:0404801969) or via heather@lgtalent.com.au