



SHIRE OF DUMBLEYUNG

Admin/Records Officer

The Shire of Dumbleyung is looking for a motivated and enthusiastic person to join our close-knit team as an Administration/Records Officer (Full time).

Possession of suitable experience in similar roles would be advantageous. Local Government experience would also be advantageous but is not essential. The position includes 1 rostered day off per fortnight and the Level 4 Local Government Industry Award will apply dependent on experience and qualifications.

Applications are to be made via Seek or sent to danika.allday@dumbleyung.wa.gov.au and must include a covering letter detailing your interest in the role, current resume and contact details of two work references.

Further information and the position description can be obtained through;

1. Seek Job Advertisement > <https://www.seek.com.au/job/55635081>
2. Contacting Danika Allday at the shire office on 9863 4012 or via the above email address.

Applications close at 4pm on Wednesday the 9th of February 2022.

Gavin Treasure
Chief Executive Officer
PO Box 99
Dumbleyung WA 6350