

ADVERTISEMENT



SHIRE OF NUNGARIN EXECUTIVE ASSISTANT

The Shire of Nungarin is located in the Central Wheatbelt Region and offers residents an enviable small-town country lifestyle within 300km from the City of Perth.

The Shire of Nungarin is seeking to appoint an enthusiastic and self-motivated Executive Assistant to assist in providing an efficient and courteous service to Managerial staff.

Tenure: 3-year contract – Full Time - 80-hour fortnight with monthly RDO

Applications Close: Applications close at 4:30pm on 08th September 2025.

Level: Wages and conditions will be in accordance with the Local Government Industrial Agreement - NSI - Level 3.
Annual Salary of \$65,208 - \$71,136 depending on experience and skillset.

Superannuation: 12.00% Employer Superannuation Guarantee Contribution. The Shire of Nungarin will match additional superannuation salary sacrifice contributions up to a maximum of 5%.

Staff Incentives:

- Housing allowance of \$1,000 per financial year (pro-rata from start date), available after successful probation period;
- Availability of subsidised housing.

A position description is available on our website or can be attained at the Shire of Nungarin's Administration Building.

To be considered for the position, applicants must submit a resume and covering letter addressed to David Nayda, Chief Executive Officer, and clearly endorsed "Private and Confidential – Vacancy – Executive Assistant" via:

- Email to ceo@nungarin.wa.gov.au
- Post:
Shire of Nungarin,
PO Box 6,
Nungarin WA 6490;
- Or hand-deliver to the Nungarin Administration Office:
66 Railway Avenue, Nungarin WA 6490.

For further information regarding this position, please contact David Nayda on 9046 5006.

David Nayda,
Chief Executive Officer