

ADVERTISEMENT



SHIRE OF NUNGARIN CORPORATE SERVICE OFFICER

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 Corporate Service Officer to assist in providing an efficient and courteous service to the public.

Work Type: Full Time – Parental Leave Cover (07th March 2025 to 13th April 2026 with possible extension)

Applications Close: Applications close at 4:30pm on 21st February 2025.

Level: Wages and conditions will be in accordance with the Local Government Industrial Award 2020 (Western Australia) Level 3.
Annual Salary of \$57,304.00 - \$61,730.24 (\$29.00 - \$31.24 per hour) depending on experience and skillset.

Superannuation: 11.50% Employer Superannuation Guarantee Contribution. The Shire of Nungarin will match additional superannuation salary sacrifice contributions up to a maximum of 5%.

Staff Incentives: Staff utility allowance of \$1,000 per financial year after successful probation.

A copy of the position description is available on the Shire of Nungarin's website, at the Administration Office or can be requested via email mcs@nungarin.wa.gov.au.

To be considered for the position, applicants must submit a resume and covering letter addressed to Selina Sergeant, Manager of Corporate Services, and clearly endorsed "Private and Confidential – Vacancy – Corporate Service Officer" via:

- Email: mcs@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 Selina Sergeant, Manager of Corporate Services, on 9046 5006.

David Nayda,
Chief Executive Officer