

ADVERTISEMENT



SHIRE OF NUNGARIN

CORPORATE SERVICES OFFICER DEBTORS/CREDITORS & RECORDS

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.

We are seeking to appoint an enthusiastic and self-motivated Corporate Services Officer to assist in providing an efficient and courteous service to the public.

Work Type: Full Time

Applications Close: Applications close at 4:30pm on 29th May 2026.

Level: Wages and conditions will be in accordance with the Local Government Industry Award 2020 Industrial Agreement - Level 3 + Over Award. Annual Salary of \$63,232 - \$68,228 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, available after successful probation period, paid pro-rate from start date;

Uniform Allowance Annual Uniform allowance

To be considered for the position, applicants must submit a resume, covering letter and a response to each of the selection criteria (**essential**) to Selina Sergeant, Manager Corporate Services, clearly endorsed "Private and Confidential – Vacancy – Corporate Services Officer" via:

- Email: mcs@nungarin.wa.gov.au
- Post:
Shire of Nungarin,
PO Box 8,
Nungarin WA 6490;
- Or hand-deliver to the Nungarin Administration Office:
66 Railway Avenue, Nungarin WA 6490.

An application package can be obtained by visiting Council's website www.nungarin.wa.gov.au or by email request sent to mcs@nungarin.wa.gov.au

For further information regarding this position, please contact Selina Sergeant, Manager Corporate Services, on 9046 5006.

The Shire reserves the right to assess applications, interview candidates and make an appointment prior to the closing date.

David Nayda
CHIEF EXECUTIVE OFFICER