



Hindmarsh
Shire Council

Opportunity This Way

Hindmarsh Shire Council offers a rewarding career, with excellent working conditions and a positive team-focused culture. Take the opportunity to join our dynamic, committed team striving to make a difference to our local community.

Executive Assistant (12 Months Limited Tenure)

An exciting opportunity exists for an executive assistant, based at our Nhill office who will provide executive support to the chief executive officer. The role works closely with the chief executive officer, senior management team and councillors to deliver a high level of professional administrative support.

This role is suited to someone who displays well-developed communication, planning, organisation and time management skills.

Nhill Amenities Cleaner Permanent Part Time (2-3 hours per day during weekends and public holidays)

Based in Nhill, the position will be responsible for keeping the town amenities looking their best. Hours of work vary due to the nature of the role but usually hours will be 2-3 hours per day during weekends and public holidays.

If you are an organised person with the ability to work independently and enjoy contributing to a team, then this is the position for you.

A position description and details on how to apply are available at www.hindmarsh.vic.gov.au/work-in-council. Contact Kirsten Boad, Human Resources and Governance Officer on 03 5391 4444 for enquiries. Applications close **Wednesday 6 May 2020 at 12pm** and **must** address the key selection criteria as contained in the position description.