



## POSITION VACANT – 12 MONTH TERM

### EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

- FANTASTIC OPPORTUNITY
- PROVE YOUR PEOPLE MANAGEMENT AND TIME MANAGEMENT SKILLS

The Executive Assistant to the Chief Executive Officer will provide efficient, effective administrative and time-management support to the Chief Executive Officer, Mayor and Councillors that contribute to the efficiency and effectiveness of Etheridge Shire Council's Corporate Governance Department.

Etheridge Shire Council is located within the heart of the Gulf Savannah Region with its eastern boundary being only 250km's from Cairns. The main township within the Etheridge Shire is Georgetown which is approximately 400km's from Cairns and 400km's from the Gulf of Carpentaria. The shire has three other township's being, Mt Surprise, Einasleigh, Forsayth. Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which are the driving factor behind the shire's economy.

The Executive Assistant to the Chief Executive Officer role is to deliver sound administrative support in a prompt and efficient manner, whilst maintaining a high level of confidentiality.

Reporting to the Chief Executive Officer, the successful applicant will work autonomously to ensure a high standard of administrative and project support.

Applications including a covering letter outlining how you (the applicant) can meet the position requirements, resume and 2 current references can be posted, delivered to the Administration Office, faxed or emailed to:

***Position Vacant – Executive Assistant to the Chief Executive Officer  
The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
GEORGETOWN QLD 4871***

Fax: 07 4062 1285

Email: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)

Further information can be obtained by contacting the Chief Executive Officer, Mark Watt on Ph: 07 40799090.

**Applications close at 4 pm 13<sup>th</sup> December 2024**

Mark Watt  
CHIEF EXECUTIVE OFFICER