



Business Support Officer- Civil Works

Longreach

Permanent Full Time

Yearly Package Value – from \$87,207.38.

Are you a detail-oriented professional interested in civil works operations?

We are looking for a dynamic Civil Works Business Support Officer to join our team.

In this role, you will provide critical administrative and operational support to ensure the smooth running of our civil works projects.

If you're skilled in coordinating tasks, managing documentation, and thrive in a fast-paced environment, this is the opportunity for you.

The Position

The primary objective of this position is to perform a broad range of administrative functions that support the operational and project needs of the Civil Construction and Maintenance teams. The role will provide administrative support to the Manager of Operations, Works Supervisor and other Supervisors within the Longreach Works Depot Office.

For more information, please download a copy of the Position Description.

Applications will be received until **Midday Monday 11 November 2024.**

Qualifications and Experience

The successful applicant is expected to have.

- Current "C" Class Drivers Licence.
- Construction white card.
- Certificate III in Business or other equivalent qualifications.
- Demonstrated experience in a high level administrative position.
- High level of experience in managing multiple tasks and working within a small and diverse team to ensure outcomes are achieved.

The package includes:

- Up to 12% Superannuation Contribution.
- 9-day fortnight – (Rostered Days Off);
- 5 Weeks Annual Leave including 17.5% Leave Loading.
- 15 Days Sick Leave per annum.
- Provision for Uniforms and PPE; and
- Additional Training and Professional Development.

Applications

Via the link on our webpage careers@longreach.qld.gov.au is preferable however applications can be emailed to council@longreach.qld.gov.au with the subject line- Application, Business Support Officer- Civil Works

Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements.

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a Federal Police Check and medical screening.

Council operates under a Drug and Alcohol Policy and the successful applicant will be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

Longreach Regional Council is an equal opportunity employer.

Brett Walsh
Chief Executive Officer

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