



## EMPLOYMENT OPPORTUNITY

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### ADMINISTRATION OFFICER – INFRASTRUCTURE SERVICES

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#### **Key responsibilities:**

- Reception and Administration where required by the Group Manager-Technical Services and infrastructure.
- Providing support to Technical Services and Infrastructure, managers, supervisors, and employees.
- Encouraging ongoing safe work practises and a strong safety culture within the Council.
- Generation of all Technical Services and Infrastructure reports.
- Providing Customer Services to community members.
- Answer and announce external calls.
- Assist with customer and team member enquiries.
- Update phone contact listings and distribute where necessary.
- Manage stationary supplies and kitchen/toiletry consumables.
- Liaise with all stakeholders to achieve satisfactory outcomes for any other administration tasks as delegated.
- Report all equipment failures relating to photocopier, phones, and computers.
- Identify and organize hazards at workplace and liaise with WHS officer for compliance.

To apply, please forward a cover letter addressing the job criteria and your CV to [hrmanager@mornington.qld.gov.au](mailto:hrmanager@mornington.qld.gov.au). You can contact the HR Manager on 0408 483 537 for more information.

**First Nations People are strongly encouraged to apply.**