Adelaide Plains Council, located 60kms north of the CBD, has an exciting opportunity for a dynamic and experienced Administration Support Officer to work in Council’s Infrastructure and Environment Department. This role will actively support the Department, through the provision of high level administrative services within a diverse and fast paced environment that has a strong community focus.

Based at Council’s Mallala Depot and reporting directly to the Manager Governance and Administration, this position will play a key role in:

- Providing a range of administrative functions that support the Infrastructure and Environment Department, ensuring the Depot site operates in an effective and professional manner
- Managing the incoming and outgoing communications of the Infrastructure and Environment Department, being the first point of contact for customer queries
- Coordinating departmental meetings, including the preparation of agendas and minutes
- Administering temporary road closures for community events

To be successful in this role, the applicant will require:

- A Certificate in Business Administration or similar with minimum 2 years’ experience in a similar role being highly regarded
- Strong interpersonal skills and work ethic, the ability to maintain confidentiality, discretion and diplomacy through commitment to professionalism with a customer service focus
- Excellent organisational and time management skills, and accuracy in managing workflows

This position offers a great opportunity for someone seeking a work-life balance within a diverse regional environment, with Adelaide Plains Council providing excellent working conditions that supports its employees.

For further information and a copy of the position description, please refer to www.apc.sa.gov.au. To discuss the role in confidence, please contact Alyssa Denicola, Manager Governance and Administration on (08) 8527 0200.

Applications should be sent to the attention of Kimberley McWaters, HR Officer, marked ‘Confidential’ and address the Job and Person Specification. Email to info@apc.sa.gov.au by 5pm Thursday, 19 March 2020.