



Executive Administrator Corporate & Regulatory Services

City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join the Executive Administration team.

About the position:

- Full-time / 12 months fixed-term parental leave cover contract.
- Flexible working arrangements available.
- Competitive remuneration package.

The Executive Administrator (EA) provides support to the General Manager by ensuring effective service delivery and customer satisfaction. Key responsibilities include preparing timely information, managing communications, coordinating meetings, and meeting deadlines. The EA gathers and analyses information to assist the General Manager and liaises with various stakeholders, such as Senior Management and Elected Members. This role demands strong skills in coordination, prioritisation, communication and confidentiality.

This position is classified at Level 4 Step 1 (currently \$46.96 per hour) of the City of Mount Gambier Administration Staff Agreement No.12 2022.

About you:

- Proven ability to sustain high performance and meet deadlines with minimal supervision.
- Strong commitment to teamwork and cross-organisational collaboration.
- Demonstrated political awareness, confidentiality, and discretion in sensitive situations.
- Skilled in research, data analysis, and report preparation.
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Excellent written and verbal communication skills with a keen attention to detail.
- Flexibility to adapt to changing priorities and provide administrative support for projects and programs.
- Certificate IV in Business Administration or equivalent, or equivalent significant relevant working experience.

What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. Mount Gambier is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

The successful candidate will enjoy:

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance,
- Income protection insurance.
- Employee Assistance Program and Wellbeing Support
- Excellent Enterprise Agreement benefits with above award rates

Pre-employment requirements:

The position is subject to satisfactorily meeting the following employment requirements;

- National Police Check,
- Working with Children Check (WWCC),
- Pre-employment medical examination.

The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.

For a confidential conversation please call:

Ashlee Pasquazzi

Executive Administrator Corporate and Regulatory Services

08 8721 2526

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

www.mountgambier.sa.gov.au/council/careers/vacancies

How to apply:

Applicants must specifically address each of the key competencies and selection criteria, which is available within the position description and submit with a resume including contact details for at least three referees.

Applications close: **Friday 24 January 2025 at 5:00pm.**

Applications must be submitted via email to:

Human Resources Team

city@mountgambier.sa.gov.au