



## **Receptionist/Administration Officer Maximum Term Contract VRN 12 / 19**

This position is based at picturesque Richmond, situated 500km west of Townsville on the banks of the Flinders River. The Shire of Richmond is approximately 26,000 square kilometres in the heart of Queensland. Richmond is a hive of activity during tourist season (April to October), and there are numerous weekend activities from sporting meets to dance balls to dinosaur fossil digs. A large recreational lake is used for water sports while the numerous park areas provide cool grassy spots to rest awhile. The surrounding region has all the beauty and dramatic landscapes of the outback.

### **The Position:**

Richmond Shire Council is seeking the services of a receptionist to provide first point of contact for all customer enquiries and administration support to staff as required. It is a fixed term contract until October 2019 working 36.25 hours each week.

### **The Person:**

The successful applicant will be an enthusiastic, reliable person with an interest in Local Government. Previous experience in a similar position would be an advantage but not essential. Please see Position Description for full details.

### **The Remuneration:**

Council will offer a base wage of \$761.71 per week plus an over award payment of 32.5% bringing the base wage to \$1009.27 per week. After the successful completion of the probationary period, Council's 6% performance bonus will also apply. This is in accordance with the *Richmond Shire Council - Certified Agreement 2012*.

### **Further Information:**

For further information on this position or information about Richmond please contact Michelle Anstis, Payroll & HR Officer on telephone (07) 4719 3377 or email [jobs@richmond.qld.gov.au](mailto:jobs@richmond.qld.gov.au) or visit Council's website [www.richmond.qld.gov.au](http://www.richmond.qld.gov.au)

### **Closing Date:**

The closing date for applications is: **5pm, Monday 14 January 2019**  
Please send your application form along with your resume (including at least 2 referees) to:

**Peter Bennett**  
**Chief Executive Officer**  
**Richmond Shire Council**  
PO Box 18, Richmond Q 4822  
Or Email: [jobs@richmond.qld.gov.au](mailto:jobs@richmond.qld.gov.au)