

KARRATHA is CALLING

Come for a career and stay for a lifestyle!

Infrastructure Operations Administration Officer

Base salary from \$85,566 to \$91,466 per annum plus super
12 Month Fixed Term Contract

The Infrastructure Operations Administration Officer will be joining a team of professionals in the Infrastructure Operations Department and will be assisting the leadership team and Manager in the delivery of operational infrastructure activities and functions through the provision of administration.

Driven by the Council Plan 2025–2035 and the priorities of our community, we are growing our team and creating new roles that will help us deliver meaningful, lasting impact.

If you are looking for more than just your next role, this is your opportunity to be part of an organisation with purpose, energy and ambition, and to do work that truly matters to the community we serve.

Key Responsibilities:

- Ensure effective communication regarding responsibilities to all key stakeholders.
- Attend to public enquiries and taking & distributing messages.
- Assist & administer in works processes, including service requests, invoicing & recording.
- Maintain & arrange training records, licensing, and certifications where required.
- Write & maintain Infrastructure Operations processes & procedures.

What we're looking for:

- Certificate in Business or relevant administration experience is essential.
- Previous work experience within an engineering, operations, or maintenance department in an administration capacity.
- Experience in providing administrative support in a multi-disciplined working environment, sufficient to coordinate multiple projects and deadlines through effective planning and problem-solving techniques.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old).

Why join us:

- Opportunity to contribute to meaningful community projects
- Supportive team culture and collaborative work environment
- Career development and professional growth opportunities
- Access generous salary packaging options with allowances up to \$25,103
- Enjoy 6 weeks annual leave to support your work-life balance
- Benefit from 13% superannuation contributions