

Administration Officer – Community Services

- Full time, ongoing
- Band 4, Starting salary $74,638 plus superannuation

The role

In this busy and varied role, you will a provide administration and system support to the team that is responsive to the needs of the community, clients and staff relating to people and family services, Environmental Health and School Crossings.

With a customer service focus, you will respond to a range of enquiries, both over the phone and online, assist with finance tasks and undertake a range of administrative duties.

About You

To be successful in this role, you will have strong administration, customer service and computer skills, along with the ability to manage a busy and varied workload. You will be a great communicator who enjoys working as part of a team, maintaining accurate records and providing excellent support to both the community and your colleagues.

An assessment of National Police Records and an Employee Working with Children Check is required for this position.

Benefits

- Annual salary increases | 17.5% annual leave loading | Fitness Passport
- Flexible and hybrid work options | Full time position | Secure and stable employment
- Paid parental leave | Purchased leave | Study leave | Training & development opportunities
- Access to a range of mental health and wellbeing supportive initiatives

Visit our Employee Benefits website for more of our benefits.

Position Description

Please view the position description and detailed position demands document in “Job Attachments” .

Contact

If you require any further information regarding this position, please contact **Dionne Lynch, Team Leader – Community and Environmental Health Admin, 4408 6569**.

To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Thursday 26 November 2026.**

About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes’ drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.



Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!