

KARRATHA is CALLING

Wickham Community Hub Officer

Base Salary from \$81,016 to \$87,023 per annum (pro rata) plus super
Part Time Position - 15.2 hours per fortnight

The City of Karratha is seeking a proactive and community-minded Wickham Community Hub Officer to support the day-to-day operations of the Wickham Community Hub and other community facilities.

Working closely with the Wickham Recreation Precinct Coordinator and Community Facilities team, you'll contribute to programs and initiatives that enhance community participation and facility utilisation.

What You'll Be Doing

- Acting as the first point of contact for visitors, community groups, tenants and facility users, providing professional customer service and information.
- Managing facility bookings, access allocations, payments, invoicing and administrative processes to support efficient operations.
- Coordinating and tracking maintenance requests, conducting routine facility inspections, and identifying safety or operational issues.
- Supporting the promotion and activation of community spaces through marketing initiatives, reporting and operational planning activities.
- Working collaboratively with internal teams, tenants and community stakeholders while providing relief support and assisting with facility operations as required

What We're Looking For

- Experience in administration and customer service roles, with the ability to manage competing priorities in a busy environment.
- Strong communication and relationship-building skills, with the ability to engage effectively with a diverse range of stakeholders and community members.
- Sound Microsoft Office skills, strong attention to detail, and the ability to maintain accurate records, reports and financial transactions.
- Well-developed organisational and time management skills, with the ability to work independently and follow established procedures and guidelines.
- Current First Aid Certificate, current C Class Driver's Licence, and a current National Police Clearance (or ability to obtain one).

Why Join Us?

- 6 weeks annual leave and 13% superannuation (pro rata)
- Allowances of up to \$26,188 per annum (pro rata)
- Enjoy your own Free individual membership to our recreation centres and pool facilities
- Employee Assistance Program (EAP) for confidential wellbeing support