

Shire of Goomalling

32 Quinlan Street | PO Box 118

GOOMALLING WA 6460

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EMPLOYMENT OPPORTUNITY

EA TO CEO (6 MONTH CONTRACT)

The Shire of Goomalling is seeking an enthusiastic and analytical person with relevant experience to take on the role of EA to the CEO.

The primary role for this position will be to undertake Agenda Minutes, Planning, Building Administration and Assist the CEO in Governance.

We are looking for a self-motivated individual with an eagerness to learn and

- Sound communication skills;
- Experience with MS Office programs;
- Ability to work in a team environment.

Applicants are encouraged to contact Deputy CEO, Natalie Bird, on (08) 9629 1101 for further information about the position.

For your application to be considered it must be received **by 4.00pm Friday 21st June 2024** and should consist of:

- completed application form,
- and your resume, which is to include 3 personal and business referees.

Applications are to be addressed to Samuel Bryce CEO, marked Private & Confidential, and can be delivered:

in person at our office,

via email to ceo@goomalling.wa.gov.au

or post to: Samuel Bryce
Chief Executive Officer
Shire of Goomalling
PO Box 118
Goomalling WA 6460

SAMUEL BRYCE

CHIEF EXECUTIVE OFFICER