



## Position Vacant – Administrative Assistant Urban Services

Kyogle Council is seeking a motivated and organised Administrative Assistant to support the Urban Services team with a variety of administrative tasks.

- Generous salary above award. **Starting at \$1,213.80 - \$1,406.50 per week** depending on experience
- Flexible work arrangements, **35 hours per week, 9 day fortnight**
- Make a genuine positive contribution to the local community

### What You'll Be Doing:

The Administrative Assistant plays a key role in assisting with the delivery of infrastructure services for the Kyogle Local Government area by providing administrative and technical support to the Urban Services team.

### Your day-to-day will include:

- Provide administrative advice and prepare correspondence to internal and external stakeholders
- Provide administrative/secretarial support to the Urban Services team
- Assist with monitoring and reporting on team performance and other metrics.
- Prepare reports on local government infrastructure matters where required.
- Undertake research on local government infrastructure matters and provide recommendations.
- Assist with reviewing and assessing local government applications in accordance with relevant legislation, policy, plans and building codes.

### How to Apply:

If you are a motivated and reliable team member we would love to hear from you.

To apply, please submit a cover letter explaining how your skills, experience and qualifications make you a great fit for this position, along with your current resume.

Send your application by email [HumanResources@kyogle.nsw.gov.au](mailto:HumanResources@kyogle.nsw.gov.au) or by post, marked "Confidential," to the Human Resources Manager Kyogle Council PO Box 11 Kyogle NSW 2474.

**Applications received that do not have a cover letter addressing your skills, experience and qualifications will not be assessed. Applications will be assessed as they are received.**

Kyogle Council is an equal opportunity employer and encourages applications from people from diverse backgrounds and experiences, people living with disabilities and indigenous Australians.

Applications close **Friday 3 April 2026**