



Customer and Administration Officer

The Shire of Koorda is seeking a highly organised and enthusiastic Customer and Administration Officer to join our team. This position is likely to be full time; however, we are open to negotiating hours with the preferred candidate.

Our ideal candidate will:

- demonstrate strong organisational skills, initiative, and attention to detail
- possess excellent administrative and communication skills
- have working knowledge of Microsoft Office applications

Who we are:

The Koorda Shire is in the north-eastern Wheatbelt about 240km from Perth and half an hour driving from nearby towns. The predominate industry is agriculture (wheat and sheep) and the main town includes a primary school, free-of-charge swimming pool, supermarket, community gym and thriving sports community.

What you get:

The total remuneration package is up to \$78,000.

It comprises a base salary of \$65,899 and superannuation up to 24% with a \$400 clothing allowance and \$50/week rent assistance.

The position also has the option of a Shire house with employee rent at \$150.00-\$180.00 per week - house dependant.

If you're looking to develop your career in customer and administrative support within local government and want to be part of a welcoming rural community, this position offers an excellent opportunity. Take a look at the application package on the Shire's website at <https://www.koorda.wa.gov.au/council/your-council/employment-vacancies.aspx>: which outlines the position and lists the core duties and benefits.

We value diversity and are committed to providing an inclusive work environment where everyone is treated fairly and with respect. As an equal opportunity employer, we encourage applications from all backgrounds.

Applications close at 3.00pm Thursday, 12 November 2026.

Your application should include a covering letter, resume detailing your relevant experience, qualifications and skills and contact details of referees and be sent to ceo@koorda.wa.gov.au. For a confidential discussion or further information please contact Shire CEO Zac Donovan on 9684 1219 or via email ceo@koorda.wa.gov.au.

Canvassing of Shire elected members or existing staff will disqualify the application.