

APPLICATION PACKAGE:

Customer and Administration Officer (1.0 FTE)



The following is the Application Package for the position of CUSTOMER AND ADMINISTRATION OFFICER (1.0 FTE) at the Shire of Koorda, containing the position description with statement of duties.

Applicants are requested to submit:

COVERING LETTER (of no more than two A4 pages) that outlines why you have an interest in the position and working for the Shire of Koorda; summarises your relevant experience, skills and qualifications and details why you believe you are best suited for the role.

CURRENT RESUME which clearly details your personal and contact details; a summary of your work history beginning with your most recent position and including start and finish dates, your job title, the types of tasks that were required in each job and your key achievements; your education and training achievements; any professional memberships; and any activities that you have undertaken outside of work which are relevant to this position.

REFEREE CONTACT DETAILS providing information and contact details for three referees including names, relationship to you (i.e. supervisor), work address and daytime telephone numbers. Referees should be contacted for approval before listing them in your application. Please include on your list of referees if you do not wish us to contact current work referees initially.

SUBMITTING YOUR APPLICATION

Your application should include a covering letter, resume detailing your relevant experience, qualifications and skills and contact details of referees and to be sent to ceo@koorda.wa.gov.au with the subject line: Application CUSTOMER AND ADMINISTRATION OFFICER.

CLOSING DATE FOR APPLICATIONS

Applications close 3.00pm Thursday 12 November 2026. It is anticipated that interviews will be held in the following week with the option of in person or via teams.

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 elected members or shire staff will terminate the application.

Thank you for your interest in this position at the Shire of Koorda. We look forward to your application.