



Executive Assistant to the Executive Staff

The Shire of Laverton invites applications from experienced persons for the position of Executive Assistant to the Shire Executive Staff (Chief Executive Officer, Deputy CEO and Executive Manager Technical Services).

The position is ideally suited to a person with previous experience in a similar role and a salary in a range of between \$60,000 and \$75,000 per annum will be negotiated dependent upon experience and qualifications.

A job information package including a position description and selection criteria are available by emailing dceo@laverton.wa.gov.au or telephoning the Shire on (08) 9031 1202 during business hours.

Conditions of employment are as per the Shire of Laverton Enterprise Bargaining Agreement 2017 Level 4.

The successful applicant will be required to undergo a pre-employment medical and provide a satisfactory Police Clearance prior to commencing duties.

Applications must include a letter of introduction demonstrating how the applicant meets the selection criteria and a current resume that includes the names and contact details of at least three professional work referees. **Please mark the application as CONFIDENTIAL and send to CEO, Shire of Laverton, PO Box 42, LAVERTON WA 6440 or by email to dceo@laverton.wa.gov.au**

Applications close at 4.00 pm on Monday 23rd March 2020.

Canvassing of Councillors or staff will automatically disqualify the applicant from the selection process.

Peter Naylor
Chief Executive Officer