



Administration Assistant

The Shire of Laverton is seeking an enthusiastic professional to provide administrative support at the Shire's Depot.

This is a part-time position working approximately 20hrs per week with days and times flexible the role would suit a person wishing to work during school hours. No previous experience in this role is necessary as training will be provided but having some administration experience would be looked at favourably.

The salary will be negotiated within the Shire of Laverton's Enterprise Bargaining Agreement 2017 (EBA).

Applicants are encouraged to contact Jackie Hawkins to discuss the role on (08) 9031-1202

A position description is available by visiting the Shire of Laverton website or by contacting Tamara Hill on (08) 9031-1202.

Applicants should submit an application letter outlining your skills as they apply to the selection criteria, and a current resume. This is to be received by the Shire of Laverton by 4pm Friday 8 August 2025. Applications can also be sent by email to: hr@laverton.wa.gov.au

Phil Marshall
Chief Executive Officer
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