



# Etheridge Shire Council

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## **POSITION VACANT - STORES OFFICER**

- FANTASTIC OPPORTUNITY TO WORK WITHIN A TEAM ENVIRONMENT
- PROVE YOUR ORGANISATIONAL SKILLS

Etheridge Shire Council is seeking applications from highly motivated, enthusiastic and team orientated persons to fill the position of Stores Officer.

The Stores Officer will be responsible for all tasks associated with the day to day operations of all aspects of Council's Stores. The successful applicant will be required to conduct regular stocktakes of all products as well as collate and record information in accordance with Council policies and procedures. This position is based at Council's Works Depot in Georgetown.

Etheridge Shire Council is dedicated to providing high quality customer service to its external and internal customers, but we also value our staff and the important role that they play. The successful applicant must be able to fulfil or demonstrate how they can meet the key requirements and accountabilities as detailed within the position description.

Applications can be posted, delivered to the Administration Office, faxed or emailed to:

***Position Vacant – Stores Officer***  
***The Chief Executive Officer***  
***Etheridge Shire Council***  
***PO Box 12***  
***GEORGETOWN QLD 4871***

Fax: 07 4062 1285

Email: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)

Further information can be obtained by contacting Andrew McKenzie, Director Corporate Services on Ph: 07 40799090 or email [andrew.mckenzie@etheridge.qld.gov.au](mailto:andrew.mckenzie@etheridge.qld.gov.au) or Councils website [www.etheridge.qld.gov.au](http://www.etheridge.qld.gov.au)

**Applications close at 4pm Monday 8<sup>th</sup> January 2024**

Ken Timms PSM  
CHIEF EXECUTIVE OFFICER