



POSITION VACANT

EXECUTIVE ASSISTANT - ENGINEERING

- FANTASTIC OPPORTUNITY
- PROVE YOUR PEOPLE MANAGEMENT AND TIME MANAGEMENT SKILLS

The role of the Executive Assistant – Engineering is to facilitate the effective operation of the Office of the Engineer by providing effective, efficient administrative and time-management support to the Director of Engineering Services.

Etheridge Shire Council is located within the heart of the Gulf Savannah Region with its eastern boundary being only 250km's from Cairns. The main township within the Etheridge Shire is Georgetown which is approximately 400km's from Cairns and 400km's from the Gulf of Carpentaria. The shire has three other township's being, Mt Surprise, Einasleigh, Forsayth. Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which are the driving factor behind the shire's economy.

The Executive Assistant – Engineering role will deliver sound administrative support in a prompt and efficient manner, whilst maintaining a high level of confidentiality.

Reporting to the Director of Engineering, the successful applicant will work autonomously to ensure a high standard of administrative and project support.

Applications including a covering letter outlining how you (the applicant) can meet the position requirements, resume and 2 current references can be posted, delivered to the Administration Office, faxed or emailed to:

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

Fax: 07 4062 1285

Email: info@etheridge.qld.gov.au

Further information can be obtained by contacting the Director of Engineering, Raju Ranjit on
Ph: 07 40799090.

Applications close at 4 pm 30th July 2025

Mark Watt
CHIEF EXECUTIVE OFFICER