



POSITION VACANT ENGINEERING ADMINISTRATION OFFICER

The “Engineering Administration Officer” will be primarily responsible for the administration of the Prequalified Preferred Supplier Contract for Wet & Dry Hire of Plant and the Coordination of Requests for Tender (RFT). Other administration support within the Engineering Department as required.

To perform this role effectively, the applicant will need to demonstrate

- good time management skills;
- be able to communicate effectively both verbally and written;
- work within a team environment;
- have a strong administration background;
- be able to interpret and report upon financial data and
- demonstrate a proven history in contract administration.

Applicants are required to provide a written overview of their experiences in demonstrating their ability to meet the key responsibilities and accountabilities as outlined in the Position Description and provide a current Resume with at least two (2) referees.

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

Position Vacant – Engineering Administration Officer
Etheridge Shire Council
PO Box 12
GEORGETOWN QLD 4871

Email: info@etheridge.qld.gov.au

Further information can be obtained by contacting Councils HR Department on Ph: 07 40799090.

Applications close Friday 27th February 2026

Ken Timms PSM
CHIEF EXECUTIVE OFFICER