



# Executive Support Officer

Full Time

Package from \$66,531 to \$73,931

The Shire of Wickpin is seeking a competent and enthusiastic Executive Support Officer to join our team on a permanent basis.

The position supports the efficient functions of the Office of the Chief Executive Officer of the Shire of Wickpin through the provision of confidential administrative and governance support to the Chief Executive Officer and other employees, as required.

The successful candidate will –

- Have sound communication and public relations skills,
- Be competent in the use of MS Word and MS Excel,
- Hold a current C class driver's licence, and
- Be experienced in a similar role (desirable) or can demonstrate transferable skills.

To be considered for this role you must submit –

- A cover letter outlining your desire for the role and why you feel you would be a successful candidate, and
- A copy of your current resume, inclusive of at least two (2) referees.

An application package is available on the Shire's website ([www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au)) or by contacting Mrs Erika Clement on 08 9888 1005.

Applications, clearly marked "**Private and Confidential – Application for Executive Support Officer Position**" can be delivered by –

- Mail to Shire of Wickpin, PO Box 19, Wickpin WA 6370,
- Hand to Shire of Wickpin, 77 Wogolin Road, Wickpin WA 6370, or
- Email to [dceo@wickepin.wa.gov.au](mailto:dceo@wickepin.wa.gov.au).

Applications must be received by **4:00pm Friday 17 November 2023**.

The Shire of Wickpin is an equal opportunity employer.

T Clynch  
Acting Chief Executive Officer  
Shire of Wickpin