

Accountability, Leadership, Unity, Trust, Pride & Safety

Commercial Businesses Administration Assistant

Temporary / Full Time (Part-time hours may be considered) - 6 months
Location – Whitsunday Coast Airport
Remuneration commencing at $77,246.09 per annum + Locality Allowance + Super

The Whitsunday Regional Council is situated at the heart of the Great Barrier Reef. The region encompasses the 74 tropical Whitsunday Islands, the coastal towns of Cannonvale, Airlie Beach, Jubilee Pocket, Shute Harbour and Bowen along with the rural towns of Proserpine and Collinsville. The Whitsunday region offers a dynamic environment and is perfectly placed to live, work, play and invest.

PLAY A KEY ROLE IN SUPPORTING COUNCIL'S COMMERCIAL PARKING OPERATIONS

About The Role:

Are you organised, accurate and confident dealing with customers? This is an opportunity to put your administration and customer service skills to work in Council's commercial parking operations.

As the Commercial Businesses Administration Assistant, you'll play a hands-on role in keeping parking administration running smoothly. From responding to customer enquiries and maintaining accurate records to preparing correspondence and supporting infringement reviews and follow-up actions, your work will contribute directly to an efficient and responsive service.

Your Impact:

In this role, you will:

- Provide professional and responsive service to customers with parking enquiries.
- Keep parking records and documentation accurate and up to date.
- Support the administration of infringement notices, reviews, payments and follow-up actions.
- Prepare correspondence, reports, data and supporting documentation.
- Work with internal teams, parking officers and external agencies to progress parking matters.
- Help identify opportunities to improve administrative efficiency.

About You:

You'll be a great fit if you bring:

- Experience in administration and customer service.
- Strong attention to detail and a commitment to accurate record keeping.
- Confidence using computerised systems and business software.

- Clear and professional written and verbal communication skills.
- The ability to interpret and apply procedures, policies, guidelines and regulations.
- Sound judgement and discretion when handling sensitive information.
- A current C Class Driver's Licence.
- Experience in local government, regulatory, compliance, infringement or commercial parking administration would be highly regarded.

How to Apply:

If you're ready to broaden your experience and play a valuable role in supporting Council's Commercial Businesses operations, we encourage you to apply.

To view the position description, please click on the job attachments tab above. To apply, click the 'Apply' button above. For further information, please contact a member of our Human Resources Operations team on (07) 4761 3613.

Council is committed to providing a healthy work environment for individuals working, visiting or conducting business at Council workplaces and is transitioning to a Smoke Free Workplace.

Council practices Equal Employment Opportunities and Workplace Health and Safety Principles.