

Accountability, Leadership, Unity, Trust, Pride & Safety

Land Tenure Administration Assistant

Temporary / Full Time (6 months)
Location – Bowen Administration Building
Remuneration commencing at $77,246.09 per annum + Super + Locality Allowance

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.

Help Strengthen Council's Land Tenure Records

About The Role:

Are you highly organised, detail-focused and ready to apply your Council knowledge in a new area? The Economic Development team is seeking an Administration Assistant to support important land tenure priorities across Council.

This temporary full-time opportunity is ideal for an employee who enjoys working with information, improving records and keeping administrative processes on track. You will support Council's land and leasing audits, maintain accurate tenure records and registers, and provide practical day-to-day assistance to the Land Tenure team.

Your Impact:

- Use your attention to detail to support Council's land and leasing audits.
- Help strengthen the accuracy and reliability of Council's land tenure records, registers and electronic files.
- Keep important lease and licence dates visible, current and well organised.
- Work collaboratively with the Economic Development team and contribute to priorities that support the organisation.

What You'll Be Doing:

- Gathering, checking and updating land, lease and licence information.
- Maintaining accurate property information across Council systems, spreadsheets, databases, registers and electronic records.
- Spotting missing or inconsistent information and working with the appropriate team member to resolve it.

- Creating clear, orderly electronic files for land, leases, licences, easements and other tenure matters.
- Monitoring commencement, expiry, review and renewal dates so required actions can be followed up.
- Preparing routine correspondence, file notes, schedules, summaries and supporting documents.
- Responding to enquiries, coordinating meetings and providing practical administrative support across the Economic Development team.

About You:

This opportunity may be a great fit if you bring:

- Experience providing accurate administrative and data-entry support.
- Strong attention to detail and the ability to identify missing or inconsistent information.
- Sound skills in Microsoft Word, Excel, Outlook and electronic document management systems.
- Confidence maintaining databases, spreadsheets, registers and electronic records accurately.
- Strong organisation and time-management skills, with the ability to balance competing priorities and meet deadlines.
- Clear written and verbal communication skills, together with highly developed keyboard skills.
- A collaborative approach and the ability to manage confidential and sensitive information appropriately.
- A Certificate III in Business Administration or experience in a local government environment would be highly regarded.

How to Apply:

If you are looking to broaden your experience and contribute your administrative strengths to Council's land tenure function, 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.