***Shire of Halls Creek***

**Employment Opportunities**

**POSITION TITLE: Housing Admin Officer**

**About the Opportunity**

The Shire of Halls Creek, located in northern Western Australia, boasts a progressive Council that is proactively facing the challenges and opportunities that come with being an outback Council. Situated in the heart of the Kimberley, Halls Creek is the gateway to a range of world-renowned natural attractions, including the World Heritage-listed Bungle Bungle ranges of Purnululu National Park and Wolfe Creek Meteorite Crater (the second largest on earth with a diameter of 850 metres) and is an indigenous cultural epicentre with 6 great art centres within the district.

This permanent full-time provides administrative, contracts and tenancy support to the Director Corporate Services. The position facilitates and coordinates tenancy requests including inspections and maintenance to the housing and operations unit.

**THE PERSON**

The ideal candidate will have the following:

* Relevant property services/real estate qualifications
* Demonstrated experience in housing or real estate administration
* Solid computer skills
* Time management skills
* Good verbal and basic written communication skills
* Developed interpersonal and public relation skills
* Negotiation skills
* Hold a current “C” class driver’s licence.

**Qualifications and/or Training**

Desirable

* Certificate in Property Services (Real Estate)
* Certificate in Business Administration

**About the Benefits**

An **attractive remuneration package**(depending on experience and qualifications), plus excellent working conditions and the job satisfaction that comes from knowing you are truly making a difference in the local community.

The *Shire of Halls Creek* is also committed to **career development** and **ongoing training** and will provide ample opportunities to all employees in this regard.

The *Shire of Halls Creek* highly values their employees and is offering a **range of fantastic benefits** as part of their package including:

* **5 weeks annual leave;**
* **Career development & ongoing training;**
* **Furnished House, with generously subsidised rent;**
* **Free internet connection at residence;**
* **Water and electricity allowance;**
* **Opportunity for salary sacrifice;**
* **Mobile phone;**
* **Total remuneration package of up to $90,000 per annum, consisting of cash salary between $50,000-$65,000 (depending on experience).**

To apply for the position:

1.       Complete the job application form which is available online at hallscreek.wa.gov.au

2.       Submit the application along with your Resume and Covering Letter addressing the Selection Criteria found in the Position Description available on our website.

3.       Please apply via Seek or email applications to [hcshire@hcshire.wa.gov.au](mailto:hcshire@hcshire.wa.gov.au)

Applications close Friday 7 May 2021, COB.

**The Shire of Halls Creek is an Equal Opportunity Employer**