



CITY OF ALBANY POSITION INFORMATION ADMINISTRATION OFFICER – OFFICE OF CEO

POSITION: Administration Officer – Office of CEO

LOCATION: Office of the CEO / 102 North Road, Yakamia

DATE: December 2025

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement:	City of Albany Industrial Agreement 2023
Status:	Permanent, Full Time Employment
Salary:	Level 3.1 to 4.4 (\$69,662.07 to \$80,290.95 per annum, pro rata) dependent on skills, knowledge and experience
Ordinary Hours:	152 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 6.00am and 6.00pm
Non-Ordinary Hours:	This role will require regular public holiday and after-hours work
Variable work arrangements:	Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements;
Annual Leave:	4 weeks paid annual leave each year (pro rata) 17.5% leave loading
Long Service Leave:	Available after 7 years of service in accordance with the Regulations.
Other Leave:	The Officer is entitled to: a) Personal leave; b) Compassionate leave; and c) Parental leave
Superannuation:	The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.
Probationary Period:	3 months
Medical:	Appointment is subject to a pre-employment medical declaration
Federal Police Clearance:	Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact the People & Culture team on
(08) 6820 3110 or peopleandculture@albany.wa.gov.au***



**CITY OF ALBANY
HOW TO APPLY
ADMINISTRATION OFFICER – OFFICE OF CEO**

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.

Your cover letter must also cover the following information:

- Proven experience providing high-level administrative and secretarial support in a complex, fast-paced and highly confidential environment, demonstrating discretion, sound judgement and professionalism.
- Highly developed organisational and time management skills, with the ability to prioritise competing demands, meet deadlines and maintain accuracy and attention to detail.
- Excellent interpersonal, communication and customer service skills, with the ability to liaise effectively and build trusted relationships with internal and external stakeholders.
- Advanced computer literacy, with demonstrated experience using the Microsoft Office suite (particularly Word, Excel and Outlook), and the ability to quickly adapt to systems and processes.