

Position Description: Trainee (Local Government)

Position Title: Trainee (Local Government)

Department: Administration

Location: 37 Gibbons Street, Yalgoo WA 6635

Reports to: Corporate Services – Helen St. George Cooper

Employment Type: Full-time

Salary: Level 2

Closing Date: Close of business, 4.00 pm, Friday 31 January 2025

Position Overview:

The Trainee will support various departmental functions while gaining practical experience in Local Government Operations.

This position is designed for an individual seeking to develop their skills and knowledge in public administration, community engagement and local governance. The trainee will work under guidance and participate in a range of projects and initiatives that contribute to the betterment of the community.

- **Administrative Support:**
Assist with day-to-day administrative tasks, including data entry and filing.
- **Customer Service / Community Engagement:**
Respond to queries from the public both front counter and telephone, including library, CRC, provide information about Local Government services, programs, road updates, etc., and assist with Department of Transport (licensing etc)
- **Training and Development:**
Attend training sessions to enhance knowledge of Local Government operations and best practices.
- **Collaboration:**
Work collaboratively with team members to achieve departmental goals and objectives.

Skills:

- Developing written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and as part of a team
- Developing organisational skills
- Attention to detail.

Experience:

Previous experience in a customer service role or volunteer work in community organisations is an advantage but not a requirement.

Personal Attributes:

- Enthusiastic and eager to learn
- Ability to demonstrate a commitment to public service and community development
- Ability to handle sensitive information with confidentiality

Benefits:

- Opportunity to gain hands on experience in Local Government operations
- Professional development and training opportunities

Application Process:

Interested candidates should submit a resume and a covering letter outlining their interest in the position together with any relevant qualifications to:

Helen St. George Cooper – Corporate Services

Email: accounts@yalgoo.wa.gov.au

Applications will be accepted until close of business, 4pm Friday 31 January 2025.

Late applications will not be accepted