



Shire of Trayning

Administration Officer

Full Time Position

Applications are invited from suitably motivated and enthusiastic persons for the position of Administration Officer.

The successful applicant should possess excellent interpersonal, word processing and desktop publishing skills, together with a genuine commitment to delivering a high standard of customer service.

This position offers excellent working conditions within modern, air-conditioned offices located in the town of Trayning, situated in the Central Wheatbelt region approximately 235 kilometres east of Perth.

Salary will be negotiated in accordance with the Local Government Industry Award (IA) within Levels 3 to 4 \$57,363 - \$58,193, dependent upon qualifications, skills and experience. Employment conditions include:

- Four weeks annual leave
- Long service leave entitlements
- Generous superannuation benefits

For further information or to obtain a copy of the Position Description, please contact Council's Manager of Corporate Services, Belinda Taylor, on (08) 9683 1001 or via email at mocs@trayning.wa.gov.au.

Applications marked "**Confidential – Administration Officer**", including full personal particulars, educational qualifications and details of previous work experience, must be received by **9.00 am Friday, 31 July 2026**.

Peter Naylor

Chief Executive Officer
Shire of Trayning
PO Box 95
TRAYNING WA 6488