



Expression of Interest Casual Administration

Council is seeking expressions of interest from people with administrative experience to form part of a casual administration pool. Days and hours of work will vary relative to workload and staff coverage requirements.

Administrative support may be required in Council reception, other Council service areas and at the medical centre. Hours of work will be Monday to Friday and normally within 8am to 6pm.

If you are interested, please submit a cover letter and your resume to jobapplications@freycinet.tas.gov.au and please mark the subject as Casual Administration.

Any questions should also be directed to this email account in the first instance, leaving your query and preferred contact method for a Council Officer to reach you on.

A selection process, including an interview, reference checking and medical declaration will be required. A pre-employment medical may be required.

David Metcalf
General Manager