MOUNT BARKER
DISTRICT COUNCIL



Work with us

EMPLOYMENT OPPORTUNITY

Salary Range :
$97,543– $111,686 pa
commensurate on skills and experience
plus superannuation

Work Conditions:
Full Time
Permanent Position

Applications close 5pm 8 December 2026

For further enquiries:
contact Vanessa, Business Support Officer (People & Culture) on
8393 6430

Executive Assistant

We are looking for an exceptional Executive Assistant to provide high-level support to the General Manager Corporate Services.

About the Role :

Working closely with the General Manager Corporate Services and the Executive Team you will:

- manage executive diaries, priorities, correspondence, meetings and commitments, ensuring everything stays on track.
- build strong relationships across Council and act as a key liaison between executives, managers, employees and external stakeholders.
- coordinate departmental activities, monitor actions and support the delivery of strategic and operational priorities.
- prepare reports, briefings, presentations and research to assist executive decision-making.
- coordinate stakeholder engagement, support governance and records management, and identify opportunities to improve the way we work.

What you'll bring

- Demonstrated experience supporting senior leaders in a complex organisation.
- Exceptional Organisational, planning and time-management skills.
- Outstanding written and verbal communication skills.
- Strong interpersonal skills and the ability to build relationships at all levels.
- Initiative, sound judgement and the ability to manage confidential matters with discretion.
- Advanced Microsoft 365 and business systems capability.
- Experience preparing executive reports, correspondence and briefing materials.
- Certificate IV in Business Administration or equivalent experience.
- Experience in local government or the public sector will be highly regarded.

To apply for this position or to view the position description, please visit Council's website: www.mountbarker.sa.gov.au/employment

We respect and value diversity and strive for an inclusive workplace.