



Safety | Our People | Teamwork
Service Excellence | Open Communication

Land Development Admin Officer

- **Classification: GVW2 \$47,077 - \$64,044**
- **Work/life balance**

Goulburn Valley Water (GVW) provides quality water and wastewater services to 54 towns in North Central Victoria. Our core purpose is to deliver safe, reliable and affordable water services to residential, commercial and industrial customers.

We are looking for an experienced administration officer to join our team!

Based in Shepparton, you will provide complete administrative assistance to the Land Development team to enable them to manage and coordinate the process required for water and sewer infrastructure connections.

You have exceptional organisation, time management and coordination capabilities with the ability to work independently or within a team environment.

A commitment to high quality service delivery and a critical eye for detail and accuracy makes you stand out for this role.

You know your way around computer programs, in particular you are adept with MS Office and databases. Previous experience in project management or the water industry would be an advantage.

For further information on this position, please contact Paul Kerrins - Coordinator Technical Customer Services - 0439 204 617

Applications close 5pm, Friday 20 July 2018

Applicants must address each Key Selection Criteria in the position description to be considered for an interview

Visit our website for information on how to apply and to view the position description.

Goulburn Valley Water is an equal opportunity employer valuing all people, diverse backgrounds, experiences and perspectives