

Position Vacant – Junior Office Administration Trainee (Full-time) Certificate III in Local Government

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Start your career in Local Government!

The Shire of West Arthur seeks a motivated and enthusiastic individual to join our team as a **Junior Office Administration Trainee (Certificate III in Local Government)**. This full-time traineeship position offers the perfect opportunity to gain hands-on experience while working towards a nationally recognised qualification in business or administration.

About the Role

As a valued member of our team, you will:

- Provide general administrative support, including data entry, filing, and document management
- Assist with reception duties, including answering calls and responding to public enquiries
- Support the coordination of meetings, events, and general office operations
- Learn to use a range of office software and systems
- Assist with basic finance and recordkeeping tasks
- Work alongside and learn from experienced and supportive staff

What We're Looking For

- A friendly and professional attitude with a willingness to learn
- Communication and organisational skills
- Good attention to detail and ability to multitask
- Confidence using computers
- A genuine interest in local government and community service
- Completion of Year 10 or above (preferred)
- A positive, team-oriented mindset

What We Offer

- Paid full-time employment while you complete a traineeship
- On-the-job training and mentoring by experienced staff
- Support to achieve a recognised Certificate III in Local Government.
- A supportive and community-focused workplace
- Great career pathway opportunities in local government

Apply Now

This is a fantastic opportunity to launch your career and contribute to your local community. For more information or to request a Position Description, please contact the Shire Office at (08) 9736 2400 or email shire@westarthur.wa.gov.au.

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Applications close: 31 August 2025 – The Shire reserves the right to close the position early

To apply, please submit your resume (CV) and a brief cover letter outlining your interest in the role and any relevant experience.

How to Apply:

For more information and to access the application for employment form, please visit our website at www.westarthur.wa.gov.au. For job-related inquiries, please get in touch with Rajinder Sunner or Melinda King.

Chief Executive Officer

Shire of West Arthur
31 Burrowes Street
Darkan, WA 6392

Alternatively, applications can be submitted electronically to shire@westarthur.wa.gov.au.