



District Council of Karoonda East Murray

Expressions of Interest – Executive Support Officer
(12-month parental contract)

About Us and the Role

Located approximately 150kms from Adelaide and 110km from Loxton, the District Council of Karoonda East Murray is referred to as “the Heart of the Mallee” and covers an area of approximately 4,415 square kilometres.

Due to pending parental leave Council Administration now calls for expressions of interest (**EOI**) from parties interested in undertaking a contract part-time or full-time (up to 12-months) within our cohesive and collaborative organisation as the ‘Executive Support Officer’ to assist in the day-to-day management of the Chief Executive Officer and Mayor’s schedules.

What You’ll Do

- Provide high level executive support to the Chief Executive Officer and Mayor.
- With support, prepare Agendas and Minutes for Council meetings/ briefings.
- Attend Council meetings as required.
- Update policies and procedures.
- Monitor and maintain Council’s registers.
- Assist in maintaining Council’s website.
- Assist the Senior Leadership Team as required.

What You’ll Bring

- Enthusiasm.
- Reliability, strong commitment to teamwork, and a good work ethic.
- Good customer service skills and a positive attitude.
- Ability to communicate and operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- Ability to work with limited direction.
- Ability to demonstrate initiative, self-motivation, time management and self-discipline.

Why Join Us?

Under new leadership, the District Council of Karoonda East Murray has recently gone through a time of positive change and has rapidly become an employer of choice within the Mallee.

As an employee of Council, you’ll receive a competitive employment package and conditions, and support to further development your skillset and career.

How to Apply:

If this sounds like a role for you, please submit your current resume and a brief cover letter outlining your suitability to careers@dckem.sa.gov.au with the subject line ‘CONFIDENTIAL EOI SUBMISSION – EXECUTIVE SUPPORT OFFICER’.

If you would like to learn more, for a confidential discussion please contact Lexie O’Loughlin (Executive Support Officer) via either the above email address or telephone 08 8578 1004.

This EOI closes at 5:00pm on 6th of November 2026, and following its close, submissions will be reviewed and considered. A decision will then be made as to whether a subsequent recruitment process is necessary.