

## Information and Community Services Assistant

We are seeking an energetic person to join our Environment and Community Services Department.

Your responsibilities will include:

- Meeting all statutory responsibilities of Council in the preparation of Land Information Memoranda and Project Information Memoranda
- Providing Community Service support on a range of projects
- Assisting in the organisation and management of a range of small events
- Helping maintain Council's public communications and information

We'd like you to have:

- Proficiency with Microsoft Office software
- Strong verbal and written communication skills
- A high degree of initiative
- A desire to learn and to deliver excellent service

Further information including terms and conditions, a copy of the job description and application form can be found at [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz). Alternatively you can uplift an application pack from Council's Customer Services Team. To apply please forward your CV and application form to:

The HR Officer  
Buller District Council  
PO Box 21  
Westport

and marked "Information and Community Services Assistant"

Applications close on Wednesday 25 November 2009.