



POSITION VACANT

TOURISM OFFICER

Located approximately 550km south-west of Cairns and just south of the base of the Gulf of Carpentaria, in the heart of the Gulf Savannah country, lies the quaint and beautiful town of Croydon. Rich in history, boasting beautiful heritage buildings, the iconic Gulflander train, stunning sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. Croydon offers a unique Outback experience while providing all the necessary services, including a supermarket, healthcare centre, schooling, and recreational facilities.

The Position: Reporting to the Manager Tourism and Marketing this full-time position supports the Tourism & Marketing Department of Croydon Council to improve the economy and reputation of Croydon through the maintenance, support and development of the tourism industry in the Shire. Working in the True-Blue Visitor Information Centre and our tourist attractions throughout the Shire you will provide an exceptional customer service experience for visitors .

Skills / Experience Required: To be successful in the role, you will need a:

1. A genuine desire to be involved in tourism and the promotion of Croydon Shire.
2. High level of customer service skills.
3. High level of verbal and written communication skills and ability to effectively deal with a broad range of customers.
4. Be self-motivated and have excellent time management, planning and organisational skills.
5. Ability to work under limited direction and supervision and maintain a friendly and helpful work attitude.
6. Broad knowledge of the local area and surrounding regions.
7. Sufficient level of computer skills within the Microsoft Office 365 package.
8. Tourism, Marketing, Event Management or Business Administration (highly regarded).
9. Competency with social media plus photography/videography skills is highly regarded.
10. Competency with Canva (or other design software) is highly regarded.

The position description can be downloaded from Council's website www.croydon.qld.gov.au

For further information about the position please contact Council's Business Manager, Stephen Frost, on 07 4748 7100 or email sfrost@croydon.qld.gov.au

Applications are to include a covering letter, resume and at least 2 references and

Emailed to: Business Manager, Croydon Shire Council admin@croydon.qld.gov.au or delivered to: Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld 4871

Closing date for applications is 5:00pm Wednesday 15/01/2025.

Jacqui Cresswell
Chief Executive Officer

17/12/2024