



Development Services Unit (Clerical)

About the opportunity

As a trainee with the Development Services Unit, you will assist with all aspects of approving development applications in the Building and Town Planning sectors.

These duties will include processing applications, counter enquiries, contacting builders/applicants, stamping and scanning of plans. Daily general administration duties including filing, phone and email enquiries, stationary orders, mailing and computer duties will be required.

This role will provide key support to professionals within the organisation, and gain fantastic entry level knowledge in the industry.

Connect - Create - Celebrate

Council Chambers - 62 Flushcombe Road - Blacktown NSW 2148

Telephone: (02) 9839 6000 - DX 8117 Blacktown

Email: council@blacktown.nsw.gov.au - Website: www.blacktown.nsw.gov.au

All correspondence to: The General Manager - PO Box 63 - Blacktown NSW 2148