Government of South Australia

Seek Online Posting Request

Wavemaker

*All fields with a red border are mandatory, and must be completed

Department: Country Fire Service

Person Requesting: Andrew Stewart

Role Information

Job Title
Maximum 80 characters
Business Support Officer

Location *One suburb only*
Roseworthy, SA

Category

Please note: Each sub-category is ONLY available under the corresponding Category

Also note: you will receive a free "mirror" listing under Government - State, so please choose a different category.

		Subcategory
○	Accounting	Other
○	Administration and Office Support	Other
○	Advertising, Arts and Media	Other
○	Banking and Financial Services	
○	Call Centre and Customer Service	Other
○	CEO and General Management	Other
○	Community Services and Development	Other
○	Construction	Other
○	Consulting and Strategy	Other
○	Design and Architecture	Other
○	Education and Training	Other
○	Engineering	Other
○	Farming, Animals and Conservation	Other
◉	Government and Defence	Emergency Services
○	Healthcare and Medical	Other
○	Hospitality and Tourism	Other
○	Human Resources and Recruitment	Other
○	Insurance and Superannuation	Other
○	Information and Communication Technology	Other
○	Legal	Other
○	Marketing and Communications	Other
○	Manufacturing, Transport and Logistics	Other
○	Mining, Resources and Energy	Other
○	Real Estate and Property	Other
○	Retail and Consumer Products	Other
○	Sales	Other
○	Science and Technology	Other
○	Sport and Recreation	Other
○	Trades and Services	Other

Work Type ◉ Full Time ○ Part time ○ Contract ○ Casual

Pay Details

Pay Type ○ Hourly rate ○ Monthly Salary ○ Annual Salary ○ Annual plus commission

Pay Range From $ 79,432.00 To $ 83,266.00
(Mandatory, for Search purposes only)

Salary shown on your ad? ● Yes ☐ No
If so, please advise text to appear: ASO4 $79,432- $83,266

Type of Listing:

◉ **Basic Branded:** Standard listing + 3 bullet points and logo

○ **Advanced Branded:** Standard listing + 3 bullet points and logo + served to targetted audience

○ **Premium**: As above + Premium listing will be promoted in more places to attract more candidates, promoted when a candidate searches via keyword or classifi cation and will be featured across mobile and candidate emails including Jobmail and the Weekly Roundup. Cost depends on classification.

Your Listing

Job Description:
(please include all information to appear on your posting – copy and paste from your Word document)

Alternatively, click the button beow to attach your Word document

Attach Word document

The South Australian Country Fire Service (CFS) is seeking a capable and proactive Business Services Officer to support the delivery of key regional business services. This is an exciting opportunity to provide essential operational, financial, and administrative support that directly enables volunteers and staff to carry out their critical work safely and effectively.

As a Business Services Officer, you ' ll keep CFS regions running smoothly by delivering finance, asset management, and procurement services efficiently and in line with policy and legislation. You ' ll manage projects, prepare key reports and briefings, and drive compliance improvements, all while building strong relationships with volunteers, staff, and suppliers. By providing expert advice, guidance, and support, you help strengthen the professionalism, capability, and operational readiness of CFS in Region 2.

The CFS offers a unique opportunity for its paid workforce to support CFS volunteers in the delivery of emergency services to the community, by providing emergency support for frontline operations and incident management functions. For further information regarding these requirements, please refer to the Role Description.

Information to appear on Search Results Screen

Job Summary
(mandatory for Standout and Premium - max 150 characters including spaces)
Business Support Officer - SA Country Fire Service - Region 2 Headquarters - Roseworthy SA

Key Selling Points
(optional - max 80 characters each including spaces)
Exciting, temporary full time opportunity to work in a respected fire agency.

Provision of leading business support to ensure the functioning of the region.

Opportunities to travel the region to speak with key stakeholders and brigades.

Showcase your Brand

Logo to appear: CFS Logo

Video
(provide YouTube link):

Receiving Applications

Application URL:
(please provide full link to your role's direct webpage). If applications are NOT via IW4SA and are to be emailed, please provide email address

Internal Job Reference:

Live Dates

Start Date: (Mon-Fri) 25-06-26

Expiry Date: 15-07-26

** Your advert will be loaded by close of business on the start date.*

*** Your advert will be online for 30 days. However, if you would like your advert to be removed after a certain date, please also nominate an Expiry Date.*

Reset Form