



# CASUAL CUSTOMER SERVICE OFFICER

Circular Head Council • Smith Brook WA 6258

 Base pay  
\$0 - \$0

 Work type  
Casual/Holiday

 Contract type  
Temporary

## Job details

 Date posted  
**12 Jun 2021**


 Expired On  
**26 Jun 2021**

 Category  
**Customer Service & Call Centre**

 Occupation  
**Customer Service**

 Base pay  
**\$0 - \$0**

 Contract type  
**Temporary**

 Work type  
**Casual/Holiday**

 Job mode  
**Standard/Business hours**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

## Perks

TRAINING

## Skills

TIME MANAGEMENT

CONTINUOUS IMPROVEMENT

QUALITY/CUSTOMER SERVICE

WRITTEN AND VERBAL

## Full job description

CIRCULAR HEAD COUNCIL

CASUAL CUSTOMER SERVICE OFFICER

Are you motivated and highly organised? Do you enjoy being part of a team which makes a difference in the local community?

Applications are invited for the Casual position of Customer Service Officer.

Suitable applicants will have knowledge and experience gained through working in a similar role/s, excellent time management skills, a proven commitment to quality customer service, proficient computer skills, attention to detail and accuracy as well as a current driver's licence.

The ability to work as part of an effective and supportive team is crucial to the success of this role.

What we Offer:

- MOA A1 G1 -Casual Hourly Rate \$30.59

- Training & Development opportunities
- Additional Superannuation
- PPE/ Uniform Supplied

Please supply a cover letter detailing the following

- Demonstrated experience in an office environment including customer service, telephone and people skills.
- Commitment to personal integrity, continuous improvement and understanding customer expectations in order to supply best value for money services.
- Ability to operate independently working within established and agreed parameters.
- Accuracy and quality of duties undertaken.
- A commitment to the provision of a high standard of service to all customers (internal and external).
- Demonstrated experience in operating in a team environment, sharing workloads and supporting colleagues in a positive manner.
- High level written and verbal communication and interpersonal skills.
- Accurate keyboarding ability and computer literacy.
- Experience in maintaining standards of documentation.
- Ability to co-ordinate tasks, set priorities and work to timelines in a pressured and changing environment.

Full details are available on Council's website at [www.circularhead.tas.gov.au](http://www.circularhead.tas.gov.au) or contact Meshelle Gallaher on 03 6452 4834

Applications must be received by close of business 5pm Friday, 25 June 2021

Scott Riley

GENERAL MANAGER

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