

## Customer Relations Officer

Hays Office Support • Newcastle Area NSW



Base pay  
\$25 - \$40 / hr



Work type  
Full Time



Contract type  
Permanent

### Job details



Date posted  
**02 Sep 2021**



Expiring date  
**02 Sep 2022**



Category  
**Admin & Office Support**



Occupation  
**Administration Assistants**



Base pay  
**\$25 - \$40 /hr**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard hours**



Work Authorisation  
**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

### Full job description

Location: Cessnock

Pay rate: \$30 plus hourly

Contracted role with potential for extension

Some WFH available during lockdown

#### Your new company

Our client is a respected and established local government organisation.

#### Your new role

We are seeking dedicated, client focused candidates with previous experience taking inbound and making outbound calls, identifying the needs of customers, some reporting, petty cash handling, basic admin and general ad hoc.

#### What you'll need to succeed

- Approachable with great interpersonal skills, with the ability to work effectively and emphatically
- Tech savvy with MS Office knowledge able to quickly pick up new programs
- An experienced people person with a passion for delivering high quality customer service

#### What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

If this sounds like something of interest, please email your resume to Casey Thatcher casey.thatcher@hays.com.au, or call Casey for more information on 0427 610 161.

**LHS 297508 #2550392**