

Advertisement

SHIRE OF PINGELLY



CUSTOMER SERVICE OFFICER (CASUAL POOL)

The Shire of Pingelly is seeking an experienced Customer Service Officer who would fit in well with our multi skilled busy environment on a casual relief basis.

The successful applicant/s will have excellent time management skills, ability to work under pressure and be a quick learner. Knowledge of Local Government practices is preferred. The ability to work in a supportive team environment with a degree of flexibility on working days and hours is a must.

If you have experience with cash handling and reconciling procedures, have a vast knowledge of computer systems including Microsoft Word, Excel, Outlook, and internet applications you are encouraged to apply.

Applications for this position will remain open until a suitable pool of candidates is received. If you are interested in this position, we highly recommend you apply as soon as possible as the vacancy may close without notice. The salary package includes a cash amount of between \$28.33 - \$34.11 per hour, up to 14.5% Superannuation and training as required.

Applications including Covering Letter, Resume and Selection Criteria must be addressed to the Chief Executive Officer, Shire of Pingelly and marked Confidential – Customer Service Officer, Casual Pool Recruitment. An Application Package outlining the position description and information on the application process is available on the Shire's website www.pingelly.wa.gov.au or by emailing admin@pingelly.wa.gov.au

The Shire of Pingelly is an equal opportunity employer.

Julie Burton
Chief Executive Officer
17 Queen Street
PINGELLY WA 6308