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SHIRE OF PINGELLY



CUSTOMER SERVICE OFFICER (PART-TIME 12 MONTH MATERNITY LEAVE)

The Shire of Pingelly is seeking a part-time Customer Service Officer for a 12-month maternity leave cover starting June 2021.

Your responsibilities will include, but are not limited to:

- Provide a professional and efficient counter and telephone service to stakeholders, ratepayers, customers, and internal staff
- Receiving and cash receipting of all Council remittances
- Reconcile daily funds received with receipts issued and prepare bank deposits
- Undertake all duties pertaining to Department of Transport licensing procedures and vehicle licensing

To be successful in this role you will possess the following qualities

- Have previous experience in an administration or frontline customer service environment
- Good time management skills, with the ability to work under pressure, use initiative and be well-organised
- Good knowledge of cash handling and reconciliation procedures
- The ability to work in a supportive team environment with a degree of flexibility on working days and hours

This part-time position is offering 51 hours per fortnight. A total salary package will be negotiated dependent on qualifications, skills, and experience as per the Shire of Pingelly Employee Collective Agreement. The salary package includes a cash amount of between level 3.1 \$44,792 to 3.4 \$53,923, up to 14.5% Superannuation, four weeks annual leave, uniform allowance and training as required.

Applications including Covering Letter, Resume and Selection Criteria must be received by **4pm 30 April 2021**, addressed to the Chief Executive Officer, Shire of Pingelly and marked Confidential – Customer Service Officer. 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