Shire of Halls Creek

Employment Opportunities

Customer Service Officer (Multi-role)

Applications are invited for the position of Customer Service Officer – Multi-role.

About the Opportunity

As the Customer Service Officer Multi-role you will work in a variety of areas ranging from reception, transport licensing and our library, tourism centre and post office. You will:

- welcome visitors to the Shire Office and provide Department of Transport licensing services

- maintain our library

- provide administrative support, sell merchandise, sort mail and undertake bank transactions at our Post Office

- promote and sell local tourism services as well as merchandise

Customer service and/or administration experience is desirable, along with a passion for customer service and being agile in your work. A starting salary of $45-$52K, dependent on experience, is on offer. Attractive employee benefits include five weeks annual leave with 17.5% leave loading. Subsidised housing may also be available.

To apply for the position:

1. Complete the job application form which is available online at www.hcshire.wa.gov.au

2. Submit it along with your Resume and a covering Letter addressing the Selection Criteria found in the Position Description available on our website.

3. Applications must be addressed to the **Chief Executive Officer, Shire of Halls Creek, PO Box 21, Halls Creek WA 6770** or Email to: hcshire@hcshire.wa.gov.au

Applications accepted until position has been fulfilled.

The Shire of Halls Creek is an Equal Opportunity Employer

For further information on this position, please contact Lloyd Barton, Director Corporate Services on (08) 9168 6007 or email: dcs@hcshire.wa.gov.au