



Shire of Halls Creek **Positions Vacant** **Manager Post Office**

Applications are invited for the position of Post Office Manager.

This is an exciting opportunity for a motivated and customer focussed person to manage the day-to-day operation of the Post Office and to ensure that a quality postal service is provided to the people of Halls Creek and our surrounding communities.

The Post Office Manager will lead a team to deliver high levels of customer service and undertake the various financial and administrative tasks that are required to run an efficient quality post office service (including banking and identification services).

You will need to show you have:

- A sound understanding of Australia Post retail operations and processes, products and services
- Staff management experience
- Financial management and administrative skills
- Experience and expertise with cash handling
- Demonstrable customer service focus and experience in a customer-facing role
- Initiative and problem solving skills
- Demonstrable work-place reliability
- Ability to undertake a variety of physical tasks (handling heavy parcels and mail bags etc.)
- A high level of professional integrity

Training will be provided where required.

Competitive remuneration package of (\$110 - \$120k) is offered. The package includes cash salary, superannuation, up to 5% superannuation matching, a retail sales performance bonus, allowances and housing with subsidised rent.

A position description can be obtained by phoning (08) 9168 6007, by calling at the Shire Office, or by downloading from our website at www.hallscreek.wa.gov.au. Applications are to be received by Wednesday 24th February, 2021 and can be submitted via Seek through this link:

<https://www.seek.com.au/job/51433675?type=standard#searchRequestToken=e0ab7cec-e196-4635-a4f3-cee12462ca0e>

or by email to: hcshire@hcshire.wa.gov.au Questions about the position may be directed to Lloyd Barton, Director Corporate Services on (08) 9168 6007.

The Shire of Halls Creek is an Equal Opportunity Employer and we encourage applications from local applicants