



ADMINISTRATION/ CUSTOMER CONTACT OFFICER (KINGAROOY)

Permanent Full Time

\$57K - \$60K per annum + Allowances + Super

Council is seeking an officer to provide professional administrative support and deliver quality customer contact service to and on behalf of Social & Corporate Performance. This position will provide quality, team-based customer service by achieving and maintaining a level of competence in the provision of accurate timely information and assistance to customers. The successful applicant will have previous experience working in an administrative and customer service environment, hold sound negotiation and computer skills, as well as have proven time management and working under pressure abilities

Mandatory:

- Minimum requirement of a current C Class driver's licence

Desirable:

- Certificate III in Business Administration

Benefits include:

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits
- Access to Corporate memberships
- Access to Health and Wellbeing programs

Closing Date: Friday, 29 January 2021

Please make sure your application includes:

- A cover letter including statements addressing the key selection criteria
- Current resume
- Copies of your tickets, licenses and qualification that are listed on the position description.

Further information about this position and how to apply is available at www.southburnett.qld.gov.au. Information can also be obtained by visiting a Customer Service Centre, or by contacting People and Culture on ☎ (07) 4189 9100.

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