



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

CUSTOMER SERVICE/ ADMINISTRATION OFFICER (BLACKBUTT)

Maximum Term (6 months) Full Time

\$58K - \$61K per annum + Allowances + Super

Council is seeking an officer to deliver quality customer service and provide professional administrative support to and on behalf of the Corporate Services Branch. 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, whilst recognising individual customer needs and providing helpful, courteous service. The successful applicant will have previous experience working in a customer service and administrative 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, Corporate Memberships and Health and Wellbeing programs

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **www.southburnett.qld.gov.au**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 05 NOVEMBER 2021