



CUSTOMER SERVICE OFFICER (Maternity Relief)

Applications are sought from enthusiastic and suitably experienced persons to fill the Maternity Relief Position of Customer Service Officer at the Shire of Three Springs. The position is for relief of staff on maternity or personal leave and hours may vary.

Applicants should possess well developed computer skills, knowledge of administrative procedures and the ability to provide a high level of customer service. While previous experience in a similar position will be well regarded, all enthusiastic and motivated persons are encouraged to apply. Key duties will include front counter and telephone enquiries, receipting of monies, assisting with accounts receivable and other accounts duties, Police Licensing, records management and other administrative duties as required.

Salary will be in accordance with Level 2 of the Local Government Officers' (Western Australia) Interim Award 2011 dependant on age, experience and qualifications (\$41,214 per annum).

Interested applicants may contact Sylvia Yandle on 9954 1001 to discuss the requirements of this position. A Position Description and Selection Criteria are available at the Shire Office or via website www.threesprings.wa.gov.au, email enquiries are encouraged to ceo@threesprings.wa.gov.au

Applications including copies of two current references or names of two referees should be addressed to the undersigned and received by 4:00pm Wednesday 1st May 2019.

'PRIVATE AND CONFIDENTIAL'

**Chief Executive Officer
Shire of Three Springs
PO Box 117
Three Springs WA 6519**

Sylvia Yandle
Chief Executive Officer