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# SHIRE OF THREE SPRINGS

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## **CUSTOMER SERVICE OFFICER**

Applications are sought from enthusiastic and suitably experienced persons to fill the Position of Full Time Customer Service Officer with the Shire of Three Springs. This employment opportunity could evolve into a more varied position, depending on successful applicant.

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. Duties will include but are not limited to front counter and telephone enquiries, receipting of monies, assisting with accounts receivable, other accounts and administration duties as required.

Salary will be in accordance with the Local Government Officers' (Western Australia) Award 2021 between level 2 and level 4, dependant on age, experience and qualifications.

Interested applicants may contact Finance Officer Donna Newton on 9954 1001 to discuss the requirements of this position. A Position Description is available at the Shire Office or via our website [www.threesprings.wa.gov.au](http://www.threesprings.wa.gov.au), email enquiries are encouraged to [afo@threesprings.wa.gov.au](mailto:afo@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 Friday 21<sup>st</sup> January 2022.

The Shire of Three Springs reserves the right to begin the interview process prior to the cut-off date for applications.

**'PRIVATE AND CONFIDENTIAL'**

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

Keith Woodward  
Chief Executive Officer