



CUSTOMER SERVICE OFFICER

The Shire of Gnowangerup is looking for an enthusiastic person to provide high quality customer service to the ratepayers and residents of the Shire of Gnowangerup.

This position is responsible for frontline Customer Services, including processing of Department of Transport licensing transactions and enquiries, as well as addressing requests and enquiries relating to a range of Shire services.

The position is also responsible for processing inwards and outwards correspondence, receipting of monies daily balancing of receipting transactions and ordering of stationery and supplies.

This is a fulltime (76 hours per fortnight) permanent Level 3 position under the Local Government Industry Award 2020 and salary and conditions will be in accordance with that award.

A Position Description can be obtained by contacting the Administration Office at anita.finn@gnowangerup.wa.gov.au or on 9827 1007.

Applicants are encouraged to contact the Senior Finance Officer, Carol Shaddick at carol.shaddick@gnowangerup.wa.gov.au or on 9827 1007 for further information.

Applications should consist of a covering letter, CV and a brief statement addressing relevant experience. All applications are to be marked Private and Confidential and addressed to the Chief Executive Officer.

All applications must be received via email to gnpshire@gnowangerup.wa.gov.au or via mail to the Shire of Gnowangerup, 28 Yougenup Road, Gnowangerup WA 6335, by 4.00pm on 5th October 2020.

BOB JARVIS
CHIEF EXECUTIVE OFFICER