

nhulunbuy corporation

Customer Service Officer

Casual position

The Nhulunbuy Corporation is seeking a professional, positive and engaged individual to join our team as our Customer Service Officer, under the supervision of the Manager, Corporate and Community Services.

This opportunity has come about as a result of internal progression during a period of absence, and we are seeking an enthusiastic person to provide coverage in the team on a Casual basis, working Monday to Friday.

Do you have:

- A commitment to making a difference in your community?
- Experience with front-of-house interaction with customers?
- Experience with Microsoft Office and other IT programmes?
- Experience in facilitating reception duties and dissemination of customer-service calls to the appropriate business-unit member?
- A demonstrated customer-focussed approach to providing assistance to a variety of clients?
- Experience in back-of-house accounts payable functionality?
- A current C class driver's licence?
- A Working with Children Clearance (Ochre Card) or ability to obtain?

If you do, or have relevant similar skills and experience, then we would like to hear from you.

The successful candidate will be the initial point of reference for most of the community's initial face-to-face interaction with the Nhulunbuy Corporation, ensuring Nhulunbuy Corporation is represented in a positive light at the highest level.

All offers of employment are dependent on the successful completion of medical (including drug and alcohol) and criminal history checks.

Accommodation is not offered with this position.

Please contact the Nhulunbuy Corporation on
(08) 8939 2206 or email lhopkins@ncl.net.au
to discuss your next opportunity or obtain a copy of the Position Description

Applications close **4:00pm 1 March 2017** and can be submitted:

By mail
HR/Payroll Officer
Nhulunbuy Corporation
PO Box 345
NHULUNBUY NT 0881

By email lhopkins@ncl.net.au