

nhulunbuy corporation

WE ARE

HIRING

COME JOIN OUR TEAM AS AN **CUSTOMER SERVICE OFFICER** FULL TIME POSITION COMMENCES FEBRUARY 2025

The Nhulunbuy Corporation is seeking a professional, positive and engaged individual to join our small team. As an integral part of our Corporate Services Team the successful candidate will provide exceptional administration services to both internal and external customers and stakeholders, have great attention to detail and ability to meet deadlines. Recognising talent and experience comes at a price and we have developed a salary package that exceeds industry benchmarks to attract the right person to become part of our Corporate Services Team working directly alongside experienced individuals with direction from the Manager - Corporate Services.

THE ROLE

As one Corporation, we work in close collaboration, delivering municipal services to the community of Nhulunbuy through our four discrete business units (Aviation, Community, Finance and Infrastructure). You will be a "people person", possess excellent communication skills and attention to detail, flexibility to perform at peak efficiency while multi-tasking, and have advanced skills with the Microsoft Office Suite. Ideally you will have experience in a customer service role. You will be a proven team player and have experience with the Microsoft Suite Software and an ability to learn other digital platforms.

PRIMARY DUTIES

- Provide a wide range of administrative support services
- Front desk reception duties.
- Support for incoming calls and e-mails
- Provide welcoming and informative assistance to Visitor Information Centre and deal with all visitor and other enquires in a service focused professional manner.
- Input and receipting of all new Building and Development Applications

Untrained applicants considered; training provided to the right applicant. Pre-employment medical and a probation period of up to 3-months will apply.

OTHER REQUIREMENTS

- Excellent communication skills, written and verbal.
- Microsoft applications - intermediate expertise in Excel, Word, Outlook
- Ability to meet deadlines and process transactions in a timely manner.
- Demonstrate exceptional levels of confidentiality and integrity.
- Accuracy with numbers and attention to detail.
- Flexibility to undertake a wide variety of tasks.
- Have the ability to work unsupervised and/or to work well in a team environment.
- Possess an exceptional customer service approach.

APPLY NOW

Your application should include a CV and covering letter stating your interest and suitability to the primary duty requirements details in the position description, with a minimum of two professional references. This full-time Band 4 level position has an expectation of 76 hour fortnight with all entitlements under the Nhulunbuy Corporation EA 2022 - 2026. Hours can be flexible to suit applicant.

CONTACT US



08 8939 2200



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Position will be open until filled and applications can be submitted via email or in person.