



LONGREACH REGIONAL COUNCIL
Customer Service Officer
Longreach
Package Value \$74,745.80 to \$76,699.44

Longreach Regional Council is recruiting for a Customer Service Officer. Applications will be received until **Tuesday, 31 2023**. Late applications may not be considered.

The Position

This position will act as first point of public contact, and provide efficient and friendly customer service to external and internal clients. This position is responsible for providing clerical and administrative functions to support the Administration sections. They will be required to maintain good public relations and treat relevant work related information as confidential whilst maintaining an attitude of honesty, loyalty and trust.

If you have the following skills and experience, this role may be the challenge you are looking for:

- You will have prior experience in administration and customer facing roles.
- Will be able to demonstrate excellent customer service when serving the public.
- Will be able to create good working relationships across all levels of Council.

Salary and Conditions

The position is classified as a Level 3 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual cash annual wage of \$67,746.68 to \$69,514.68 inclusive of all allowances and leave loading. This position also has the following benefits:

- Up to 12% Superannuation Contribution;
- Rostered Days Off;
- 5 Weeks Annual Leave (17.5% Leave Loading);
- 15 Days Sick Leave;
- Provision of Uniforms; and
- Training and Professional Development Opportunities.

Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at www.longreach.qld.gov.au and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to assist@longreach.qld.gov.au

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a National Police Check and Medical Screening.

Longreach Regional Council is an equal opportunity employer.

Brett Walsh
Acting Chief Executive Officer

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