



**Stones River
Council**

Stones River Council
PO Box 2
Stones River WA 6724

www.stonesrivercouncil.wa.gov.au



Trainee – Customer Service Officer – Certificate III Business *Kick start your career with a traineeship at Stones River Council*

About the role

An exciting opportunity exists for a responsible, motivated and enthusiastic person to join the Shire of Stones River on a 12-month contract as a trainee customer service officer.

As a member of the customer service team, the successful applicant will be well presented with a positive attitude and sound interpersonal, written and verbal communication skills to enable them to provide a professional and efficient counter and telephone service to stakeholders, ratepayers, customers and internal staff.

This is a full-time position working 76 hours across a nine-day fortnight. A salary range of \$32,280.08 to \$34,086.74 per annum is on offer for this role, depending on age.

Qualifications and experience

Year 10 standard of education is essential.

Year 12 standard of education is desirable.

Possession of a current 'C' class driver's licence is desirable.

The successful applicant will have sound numeracy and literacy skills, with knowledge of cash handling and demonstrated experience in using Microsoft applications, including Microsoft Word and Microsoft Excel at a basic level.

The successful applicant must be willing to undertake studies towards a Certificate III in Business Administration.

How to apply

Apply via email to mailbag@stonesriver.wa.gov.au or via mail to Stones River Council, PO Box 2, Stones River WA 6724.

Applications must include a cover letter outlining your suitability for the role, a written application addressing the Work Related Requirements (no more than two pages) and a current resume.

The Position Description can be downloaded below.

For further information on the position please contact Ben Wrightford on 1800 ### #

Applications close: 4.00pm Tuesday 1 September 2018.

[Position Description - Customer Service Officer](#)