



Customer Service Officer

12 Month Maternity Relief

Advertisement
January 2025



Customer Service Officer

12 Month Maternity Relief - Full Time

Package from \$66,095

The Shire of Wickepin is seeking a competent and enthusiastic Customer Service Officer to join our team on a 12 month Maternity Relief period.

The position supports the efficient functions of the Finance and Administration Services of the Shire of Wickepin through the provision of frontline customer services, Department of Transport licencing services, and other general administrative support.

The successful candidate will –

- Have sound communication and public relations skills,
- Be competent in the use of MS Word and MS Excel,
- Hold a current C class driver's licence, and
- Be experienced in a similar role (desirable) or can demonstrate transferable skills.

To be considered for this role you must submit –

- A cover letter outlining your desire for the role and why you feel you would be a successful candidate, and
- A copy of your current resume, inclusive of at least two (2) referees.

An application package is available on the Shire's website (www.wickepin.wa.gov.au) or by contacting Mrs Erika Clement on 08 9888 1005.

Applications, clearly marked "**Private and Confidential – Application for Customer Service Officer Position**" can be delivered by –

- Mail to Shire of Wickepin, PO Box 19, Wickepin WA 6370,
- Hand to Shire of Wickepin, 77 Wogolin Road, Wickepin WA 6370, or
- Email to eso@wickepin.wa.gov.au.

Applications must be received by **4:00pm Wednesday 5 February 2025**.

The Shire of Wickepin is an equal opportunity employer.

Kellie Bartley
Chief Executive Officer
Shire of Wickepin