

Central Darling Shire Council

Position vacant

Customer Service Officer, Ivanhoe

Job Information

You will be responsible for providing effective and efficient customer service administrative support at both the Ivanhoe Office and the Post Office, to ensure that services are delivered without interruption.

Further Information

Applications Close 4pm on Friday 28 March 2025

On offer is an opportunity to broaden your customer service and administrative skills to include working in both the Council Office and providing Australia Post services.

Key to your success in the role is your ability to work and contribute as a team.

Candidates wishing to work less than full-time are encouraged to apply as all part-time and job-sharing arrangements will be considered.

The successful candidate will be required to hold a satisfactory National Police Clearance and to complete all the required checks for Australia Post.

Your pay will start from \$29.8291 per hour plus superannuation and Award allowances.

To learn more about our community and Council, visit our website.

The next steps

For a confidential discussion or further information

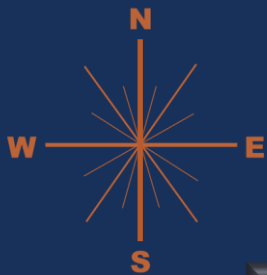
Contact: **Evelyn Pollard, Human Resource Officer on 0459 632 220**

How to apply

All applications are to be forwarded to the Human Resources Officer:
hr@centraldarling.nsw.gov.au by no later than the above closing date.

The benefits

- Permanent
- 70-hour / 9 day fortnight
- 15 days personal/sick leave
- 20 days annual leave
- Flexible working arrangements
- Opportunity to job share
- Superannuation
- Award allowances



SEE MORE

Careers at Council

<https://www.centraldarling.nsw.gov.au>

