

# 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.

#### The benefits

- Permanent
- 70-hour / 9 day fortnight
- 15 days persona/sick leave
- 20 days annual leave
- Pay starts from \$29.82 per hour
- Superannuation
- Award allowances

#### Further Information

#### Applications Close 4pm on Wednesday 23 October 2024

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.

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, plus superannuation and Award allowances, will reflect your qualifications, experience and knowledge.

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

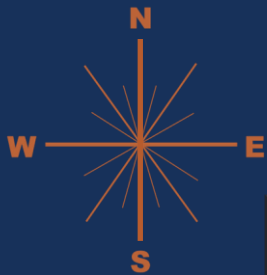
#### The next steps

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.



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

