

Customer Service Officer

Hays • South Eastern Suburbs Melbourne VIC



Base pay

\$30 - \$35 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

19 Feb 2022



Expired On

21 Jul 2022



Category

Customer Service & Call Centre



Occupation

Customer Service



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\$30 - \$35 /hr



Contract type

Temporary



Work type

Full time

Full job description

Local government, Bunjil Place location, No weekend work, Customer Service Experts Wanted

Your new company

Work for the local government department that delivers exceptional customer service to the public. If you're a people person, have an interest in Customer Service team within the contact centre department and you enjoy a challenge, this could be the position for you! Part time and full time positions available.

Your new role

Working in the public sector you will be a valued member of staff, as you will be the face and voice of the organization. You will be working in their Contact Centre team where you will be taking inbound calls from the public where you will be required to manage general enquires, provide information about payments, hard waste, lost animals as well as, current and future projects. Whilst, maintaining an exceptional level of customer service. You will be working Monday - Friday Business Hours.

What you'll need to succeed

You must have recent experience working in a Contact Centre or high-volume phone based role.

- Previous experience working for local council in a Customer Service or Admin role is highly regarded
- You need to be able to problem solve and be a quick thinker
- Have strong IT skills
- Be able to travel to their office in Bunjil Place

What you'll get in return

Your new company has a friendly atmosphere which creates a thriving and buzzing working environment.

- \$34.61ph + super
- Monday- Friday Business Hours (no weekend work!)

- 25-38 hours a week.
- Start date ASAP
- You will be a valued member of a great team
- Fantastic culture and great upskilling opportunities

What you need to do now. If you're interested in this role and you meet the requirements above please click 'apply now" to send your resume to Hong Silver.

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