



INTERNAL VACANCY

POSITION:	CUSTOMER SERVICE OFFICER - LIBRARY
VACANCY NO:	01-15
CLOSING DATE:	FRIDAY 23 JANUARY 2015

CUSTOMER SERVICE OFFICER - LIBRARY

We currently have a full-time Customer Service Officer position available. This position plays a key role in providing high quality customer service and associated administrative support at our Library.

To be successful in this position it is essential that you have exceptional customer service skills, the ability to work in a team and are proficient in Microsoft Office programs. You will need excellent written and verbal communication skills and an enthusiastic and proactive approach towards your work. Previous experience in a public library will be highly regarded.

The hours of work for this position are Monday to Friday with the occasional Saturday and one evening per week.

Benefits:

- **Salary range of \$53,608 - \$55,289**
- **Up to 15.25% Council superannuation contribution**
- **5 weeks annual leave**
- **Free use of gym and aquatic facilities (conditions apply)**
- **Ongoing training and development**

HOW TO APPLY

For further information on this position, please visit the HR Intranet – http://vicnet/hr/internal_vacancies.htm. Please send through all applications to HumanResources@vicpark.wa.gov.au

Closing Date: Friday 23 January 2015 – 4pm

www.victoriapark.wa.gov.au