



Coordinator Customer Service

If you are a motivated, experienced Customer Service professional, with strong administrative skills, and an understanding of Local Government, or similar organisation, wanting to work in one of Perth's most picturesque suburbs then you are the person we are looking for.

We are seeking a dynamic, passionate customer service professional who would love to make a difference. Reporting directly to the Executive Manager Corporate Services, this role is responsible for the effective delivery of first point resolution to customers of Council, seeking advice, assistance or information regarding a variety of Council's services. Working at the front counter and overseeing two staff, you will ensure a high level of service to all stakeholders, both external and internal.

This is an incredible opportunity for a suitably qualified person looking for a change where you can be part of a friendly team, in a relaxed working environment, with offices in a refurbished heritage building in a very scenic part of the world, please go to our web page to obtain an application package - <http://www.eastfremantle.wa.gov.au/council/employment-at-the-town-of-east-fremantle.aspx>.

The current salary range is \$75,000 – \$77,000 depending on experience, plus up to 14.5% superannuation, and other Town focused benefits, such as our health and wellbeing program.

For more information about the position contact Tracey Crouch, HR Coordinator on 9339 9376.

The Town values workplace diversity, promotes inclusion and encourages applications from all backgrounds, Aboriginal people and Torres Strait Islander people and people with disability.

Applications must be submitted by 4pm Thursday 28 October 2021.

Gary Tuffin
Chief Executive Officer