



Shire of Halls Creek

Employment Opportunities

Customer Service Officer – Post Office (Casual)

Applications are invited for the position of Customer Service Officer – Post Office (Casual).

About the Opportunity

As the Customer Service Post Officer, you will deliver high levels of customer service at our busy Post Office. Customer service and/or administration experience is desirable, along with excellent communication skills and a passion for customer service.

You will:

- provide banking and identification services
- sell merchandise
- sort mail and undertake other administrative tasks
- be able to lift 16kg if mail on a repetitive basis.

To apply for the position:

1. Complete the job application form which is available online at www.hallcreek.wa.gov.au
2. Email your application form, resume and cover letter to hcshire@hcshire.wa.gov.au

Applications are open until the vacancy has been filled.

The Shire of Halls Creek is an Equal Opportunity Employer

For further information on this position, please contact Lloyd Barton, Director Corporate Services on (08) 9168 6007 or email: dcs@hcshire.wa.gov.au