



# Shire of Tammin

## Customer Service Officer - Trainee

### Full Time

Are you looking for a great opportunity to kick-start your career in local government? Do you have a bright personality and a passion for delivering exceptional customer service? We want YOU to join our team as a Customer Service Officer!

This is a fantastic entry-level role for individuals eager to contribute to their community while building valuable skills in a supportive environment.

### Key Responsibilities

- Serve as the first point of contact for all customer inquiries, providing friendly, professional, and efficient service.
- Assist customers with a wide range of Department of Transport licensing transactions, including vehicle registrations, driver's licenses, and other related services.
- Perform general administration duties, such as data entry, filing, and processing of documents.
- Respond to customer queries in person, over the phone, and via email, ensuring all interactions are handled in a timely and accurate manner.
- Maintain up-to-date knowledge of licensing procedures, policies, and relevant regulations.
- Process payments and maintain accurate records.

Position description can be obtained by contacting Racheal King, Manager of Finance and Corporate Services on [mfc@tammin.wa.gov.au](mailto:mfc@tammin.wa.gov.au) or 08 9637 0300.

To apply, please send your resume and cover letter to the address below or email [recruitment@tammin.wa.gov.au](mailto:recruitment@tammin.wa.gov.au) by 4:00 PM on Monday 4<sup>th</sup> November 2024.