



Shire of Shark Bay

CASUAL CUSTOMER SERVICE OFFICER

The Shire of Shark Bay is located in the Shark Bay World Heritage Area which is one of three World Heritage areas within WA. Located approximately 830 kilometres north of Perth, Shark Bay is a wonderland of world-class natural attractions, the clear turquoise waters are ablaze with multi-coloured sea life and stretching beyond the white sandy beaches are spectacular rust-red sand dunes.

The Shire of Shark Bay is an employer committed to fostering a diverse and inclusive workplace where all employees feel valued and empowered.

The Shire is seeking a Casual Customer Service Officer to provide customer service for the Shire of Shark Bay in the areas of Cashiering, Reception Library Services and to assist with other office functions as required. A position description can be found on Council's website www.sharkbay.wa.gov.au.

This is a casual position with the possibility of becoming a permanent position. The successful applicant will need to have good interpersonal and communication skills. Strong word and excel skills and experience in local government would be advantageous though not necessary as training will be provided.

The position is offered, depending on skills and experience, with a pay rate of \$30.17 per hour plus 25% casual loading and superannuation.

Further information about the position is available by visiting our website www.sharkbay.wa.gov.au or by contacting Jane Green on (08) 99481218.

Written applications including your current CV, a covering letter with a short statement highlighting relevant experience and expertise that relates to the position should be sent to: admin@sharkbay.wa.gov.au or mailed to Dale Chapman Chief Executive Officer Shire of Shark Bay PO Box 126 Denham WA 6537 "Private & Confidential" by 4.00pm Friday 21 February 2025.