

## **Selection Criteria – Customer Service Officer**

### **Essential:**

1. Experience in providing excellent customer service in reception
2. Min 1 year experience in an administrative office environment
3. Sound computer skills including intermediate proficiency with Microsoft Office suite with an emphasis on Outlook
4. Experience in dealing with diverse sections of the community
5. Experience managing multiple phone lines

### **Desirable:**

1. Experience dealing with people from Indigenous and Culturally and Linguistically Diverse backgrounds
2. Administration qualifications

***We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.***