

# Shire of Goomalling

32 Quinlan Street | PO Box 118  
GOOMALLING WA 6460

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## EMPLOYMENT OPPORTUNITY

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### CUSTOMER SERVICE & ADMINISTRATION OFFICER OR TRAINEE (FULL TIME)

The Shire of Goomalling is seeking an enthusiastic and analytical front counter officer whose primary role is delivering Department of Transport licensing services, customer service and other administrative functions of the Council.

We are looking for a self-motivated individual with an eagerness to learn and

- Sound communication skills;
- Basic experience with MS Office programs;
- Ability to work in a team environment.

This is a full-time position which can be filled by either a trainee working towards Certificate in Business **OR** a person who already has relevant experience or qualifications.

The remuneration package will be as per the Local Government Officers (WA) Interim Award 2011 and will be discussed during the interview process.

The successful applicant will be required to undergo a Medical Assessment including Drug and Alcohol testing prior to commencement of employment. Department of Transport licensing training will be provided and a 6 month probation period is applicable.

Applicants are encouraged to contact Deputy CEO, Natalie Bird, on (08) 9629 1101 for further information about the position.

For your application to be considered it must be received **by 4.00pm Tuesday 15<sup>th</sup> December 2020** and should consist of:

- a cover letter addressing the selection criteria listed in the Position Description
- completed application form,
- and your resume, which is to include 3 personal and business referees.

A Position Description and Application Form can be obtained by contacting Karen Mannaerts on 9629 1101, or email [eaceo@goomalling.wa.gov.au](mailto:eaceo@goomalling.wa.gov.au)

Applications are to be addressed to Peter Bentley CEO, marked Private & Confidential, and can be delivered:

- in person at our office,
- via email to [goshire@goomalling.wa.gov.au](mailto:goshire@goomalling.wa.gov.au)
- or post to: Peter Bentley  
Chief Executive Officer  
Shire of Goomalling  
PO Box 118  
Goomalling WA 6460

**PETER BENTLEY**  
**CHIEF EXECUTIVE OFFICER**

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