



# Australian Government

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## Australian Taxation Office

### Client Services Officer

Adelaide

Brisbane – Upper Mount Gravatt

Gosford

Casual position

From \$33 per hour, plus 15.4% superannuation

- **Make a real difference to the Australian community**
- **Opportunities for growth and career progression**
- **Comprehensive on-the-job training**

The Australian Taxation Office (ATO) is the principal revenue collection agency of the Australian Government. We are a leading tax and superannuation administration, and aim to be known for our contemporary service, expertise and integrity.

Our client services (Service Delivery) officers are responsible for assisting taxpayers in meeting their obligations and representing the ATO as the first point of contact.

#### **In this role, you'll be**

- responding to taxpayer enquiries through inbound and outbound phone calls and various electronic mediums
- processing various taxation forms and correspondence
- referring to established procedures to guarantee client outcomes are accurate and suitable
- building relationships with clients to ensure that every interaction with our taxation system is positive.

This is an outstanding opportunity for motivated customer service professionals who are looking to begin their career in tax and super. This role would also suit candidates with debt recovery experience.

For more information and to apply, click on the **ATO WEBSITE LINK** below

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