

Aboriginal Senior Customer Service Officer

- Department of Family and Community Services
- Clerk Grade 3/4
- Ongoing Full-time role - Redfern

**Do you identify as Aboriginal and thrive on providing exceptional customer service?
Are you seeking your next career move?**

About us

At the Department of Family and Community Services (FACS) we support approximately 800,000 people every year and reach a further million people through local community-based programs. Our vision is to empower all people to live fulfilling lives and achieve their potential in inclusive communities.

About the opportunity

Our Aboriginal Senior Customer Service Officer's provide best practice front line service to the community from our local offices and specialise in administrative support functions on a day-to-day basis. This role provides support to frontline staff with client related functions, as well as supporting secretariat functions for case meetings and conferences.

The benefits

This is a Clerk Grade 3/4 ongoing role. The salary range for this opportunity is \$70,652 - \$77,363 pa plus superannuation and annual leave loading. We provide generous salary packaging options and other fringe benefits, flexible work practices, learning and development and career progression.

About you

Ideal candidates will be able to work independently within a customer service environment with adherence to tight deadlines. You will demonstrate the ability to use various software applications, pay attention to detail, operate as a 'Key Technology User' and ensure integrity with client related data.

Applications Close: Wednesday, 19 June 2019 at 11.59pm

For support with the application process please contact Brandi Moss on (02) 8396 5305.

**Applications must be lodged electronically. To lodge your application, please visit:
iworkfor.nsw.gov.au and search the job's reference number 00006YQL.**