

Reception Services Officer

50 Thompson Street Hamilton

**\$56,834 – \$72,985 (full-time equivalent per annum)
plus superannuation**

Part-Time (38 hours per fortnight). Flexible. Ongoing

The Reception Services Officer role is a critical position within the office as it provides the first impression of the organisation and fulfils the critical role in assisting clients, staff, visitors, contractors and other stakeholders. The role ensures customers are provided with accurate information and referred to the correct area. The position is critical in ensuring customer service is delivered effectively, efficiently and in line with departmental values.

For further information, Contact Nicola Powell - 0418 837 869
Email: nicola.x.powell@dffh.vic.gov.au

Reference number: DFFH/COPL/00685347

Applications close: 11.59pm Wednesday 31st July 2024

For more information about this opportunity, please go to www.careers.vic.gov.au and download a position description to view departmental information, the selection criteria, our pre employment screening requirements and our Diversity and Inclusion commitments.

