

Essential & Desirable Criteria
Customer Service Officer (12-month Contract) – Cootamundra
Closes: Friday 31/10/2025.

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add an additional piece of paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria:

1. Demonstrated experience in a customer service/receptionist role.

2. Demonstrated cash handling, reconciliation and record keeping skills.

3. Demonstrated high level interpersonal, communication and conflict resolution skills.

4. Demonstrated experience in the use and application of the Microsoft suite of products (in particular Word, Excel, and Outlook).

5. Current National Police Check (or ability to readily acquire).

6. Current NSW Class C Drivers Licence (Red Ps acceptable).

7. Working knowledge of roles and responsibilities under the WHS Act 2011.

Desirable Criteria:

1. Tertiary qualifications in Business Administration at Certificate III level or above or equivalent

2. Previous Local Government experience.
