

Customer Service Officer - KLP

Casual Rate \$51.25 per hour including loading

Join Our Team as a Customer Service Officer at Karratha Leisureplex!

Are you passionate about customer service and enjoy working in a dynamic recreation environment? The City of Karratha is seeking a motivated Customer Service Officer to be the first point of contact at the Karratha Leisureplex. This is an exciting opportunity to support community engagement, provide essential information, and assist with the smooth operation of our premier recreational facility.

About the Role

As a Customer Service Officer, you will:

- Deliver exceptional customer service to patrons, community groups, and organizations.
- Provide information on Council's recreation programs and facilities in a timely and professional manner.
- Manage bookings and facility hire in accordance with policies and procedures.
- Handle cash transactions securely, ensuring accurate receipt processing and financial accountability.
- Assist in promoting, coordinating, and supporting recreation programs.
- Liaise with facilities staff to maintain the Centre's operational excellence.
- Contribute to a safe and welcoming environment for all visitors.

About You

We are looking for someone who:

- Has excellent communication, time management, and problem-solving skills.
- Is proficient in Microsoft Office and has experience handling cash transactions.
- Can work both independently and as part of a team.
- Holds a Provide First Aid qualification (or willing to obtain).
- Possesses a C Class Driver's Licence and a National Police Certificate (no older than 6 months).
- Is available to work evenings and weekends as part of a rotating roster.

Why Join Us?

- Work in a vibrant and supportive team environment.
- Play a key role in enhancing community access to recreation and leisure facilities.
- Enjoy competitive employee benefits and professional development opportunities.
- If you are enthusiastic about customer service and recreation, we want to hear from you!

Apply now and become a valued part of the Karratha Leisureplex team!