

Customer Service Assistant - KLP

Casual Rate \$44.38 per hour including loading

As a Community Services Assistant, you will provide high-quality customer service and support the delivery of community programs, events, and services across a variety of City of Karratha facilities.

These may include libraries, recreation centres, youth centres, the Red Earth Arts Precinct, and the Indoor Play Centre. You will assist permanent staff with day-to-day operations, engage with community members, maintain safe and welcoming facilities, and contribute to the successful delivery of activities and events. The role offers flexible work opportunities, including evenings and weekends.

About the Role

- Deliver exceptional customer service to community members, visitors, and stakeholders.
- Assist in the delivery of social sports, school holiday programs, umpiring and providing assistance of the community programs.
- Support operations at recreation centers, youth centers, arts venues, and community spaces
- Assisting with Social sports, school holiday programs umpiring and Provide assistance with customer enquiries.
- Bookings, registrations, and general administration.
- Help maintain clean, safe, and welcoming facilities at all times.
- Ensured compliance with procedures and workplace health and safety requirements.

About You

- Friendly, reliable, excellent communication, time management, and problem-solving skills.
- Have experience dealing with the public, good problem-solving abilities
- Able to work both independently and as part of a team.
- Create bookings, registrations, and general administration.
- Experience in working within the recreation
- Work flexible hours, including evenings and weekends, to support community events and facility operations.
- Current Australian drivers license
- National Police clearance
- Current Working with Children Check, or willing to obtain

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!
- Flexible working arrangements, varied day-to-day responsibilities.