

# Now Hiring

Job vacancy:

## Customer Service Officer

### Overview

Barwon Coast Committee of Management is responsible for managing approximately 15 kilometres of coastal Crown land in and around Ocean Grove and Barwon Heads. Within this jurisdiction Barwon Coast operates Barwon heads Caravan Park, Riverview Family Caravan Park and the Riverside Campground, which provide the revenue stream to conduct operations.

We are seeking a Customer Service officer to join our exceptional Caravan Park team on a casual basis.

### The Role

The primary objective of the position is to provide a high level of customer service to caravan park guests and members of the public who are seeking advice, information and assistance in relation to the Caravan Parks and surrounding areas.

The position is casual. The number of weekly hours will vary and will be discussed with shortlisted candidates.

The terms and conditions of employment are determined by the Barwon Coast Enterprise Agreement and the casual rate of pay is \$30.12

*Barwon Coast is committed to building and maintaining an inclusive workplace by providing equal employment opportunities to all.*

**Applications Close: Friday 6<sup>th</sup> March**

### About You

We are looking for proactive individuals who are experienced in delivering first class customer service, ideally within a Caravan Park or similar front line role.

The successful candidate will demonstrate customer service values confidently and have experience in accommodation booking systems, preferably RMS 9+ and online bookings.

Being well presented with a friendly disposition and a positive attitude towards work are three essential attributes to ensure success in the role.

### How to Apply

If you have the ability to be versatile and are adaptable to changing work priorities; and possess the relevant skills and experience, we would love to hear from you.

Please forward a Cover letter and Resume to [stephanie@barwoncoast.com.au](mailto:stephanie@barwoncoast.com.au). The Cover Letter should address the following:

- A description of your experience working in a Customer Service role,
- Your philosophy to providing first class customer service, and
- Why you would like to work for Barwon Coast.

The successful candidate will be required to work Public Holidays and Weekends regularly within a rotating work roster.

For more information, please call Stephanie Davey, Manager, Human Resources on 0413 565 142

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