

## SITUATIONS VACANT

### Customer Services Officers



#### **Permanent Part Time - Ohakune**

Ruapehu District Council is seeking a motivated team player to join the frontline Customer Services Team in Ohakune.

Hours are 10am till 2pm Monday to Friday, and also cover for absences and busy periods.

We require a dynamic customer focused administrator with excellent time management and interpersonal skills. If you have a high level of computer skills and won't get frazzled when things get busy then come join our team. The successful applicant will be a person who enjoys being busy, is flexible and had demonstrated excellent people skills. We will provide opportunity for a lot of new skills so you need to be ready to quickly learn on the job.

#### **Full Time - Taumarunui**

Ruapehu District Council is seeking a motivated team player to join the frontline Customer Services Team in Taumarunui.

The Customer Service Team is usually the first point of contact for people seeking our services, and as such they have a huge influence on people's experience of council. This is a full time permanent position and requires excellent time management and interpersonal skills. To be successful you will need to be highly organised, technologically savvy, have great customer service skills and a want to serve the community.

The team is spread across the district's 3 offices; Taumarunui, Ohakune and Raetihi and this position requires you to be able to work in each of these offices from time to time.

For further details for both positions, including a job description and application form see our website [www.ruapehudc.govt.nz](http://www.ruapehudc.govt.nz)

**Applications close Monday 24 June 2019.**