

CENTRELINK – JOB OPPORTUNITIES

For those looking for work, Centrelink are looking for people to start ASAP.

\$35/hr full time. Work up until Christmas. Service Centre roles available. Easy work.

Details and locations:

We are essentially looking for candidates with at least 2 years office experience and strong Customer Service and Administration skills and good presentation & phone manner.

First priority is candidates who can start this coming Monday 30/3, but please also cover candidates who can start Monday week 6/4 or ASAP.

Company: Services Australia (Manage Centrelink, Medicare etc)

Job Title: Service Officer

Role: Once an application is lodged online, you as the Service Officer are responsible for carrying out the initial check and verifying that all required information has been submitted.

You will follow a strict guideline checklist and be following up with applicants over the phone, if any information provided is inaccurate/ missing etc and assisting them.

Rate: \$34.50/hr + Super

Large numbers of roles in:

Parramatta – circa 200

Wollongong – circa 100

Illawarra – circa 100

A few things to note:

7.5 hour working days, no shifts at this stage and no OT.

Candidates MUST be prepared to work from the office, even if we go into Lockdown.

MUST be an Australian Citizen – NO VISAS PLEASE and no PERMANENT RESIDENTS.

The process:

We need for potential candidates an up to date Word CV and the following details ASAP:

Email address:

DOB:

Date available to start 30/3 or 6/4 or other:

Name and contact Details (Email & Mobile) of last employer for a reference check:

Can you commit through to the end of December?

Any holiday commitments during this period?

Australian Citizen Y/N?

Location Preferred: Parramatta/Wollongong or Illawarra or all?

Overview of suitability, 3 points please: for example.....

- Was an accountant, excellent presentation and interpersonal skills
- understands tax rules and legislation and how to complete paperwork
- very good with numbers, administration & process, excel & word

Contact:

Paul Bulman, Business Director

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