

CASUAL VACANCIES



GAC is looking for suitably qualified and experienced candidates for casual positions now and in the future in our **Member Services Team** in East Perth.

MEMBER SERVICE OFFICERS

The Member Services Officer is the point of contact for Member enquiries, providing informed and reliable support and information about programs and benefits; and processing applications for those programs.

The role is highly customer-service focused, with an emphasis on problem-solving, goods and services procurement, payments handling and the management of suppliers; as well as accurate data entry and general administration.

Our ideal candidate has:

- Personal resilience and the ability to manage stressful situations
- Ability to deal with demanding and difficult customers
- A commitment to delivering excellent customer service
- Exceptional time management and problem-solving skills
- High attention to detail and strong organisational skills
- A positive, 'can-do' attitude and ability to multi-task
- Intermediate computer skills, including proficiency in Microsoft Excel.

To apply for this position, please send your resume and a covering letter to jobs@gumala.com.au