

CUSTOMER SERVICE & ADMINISTRATION PROFESSIONAL

AVAILABLE CANDIDATE PROFILE

CANDIDATE #W104

Strong communication skills with the ability to develop and maintain relationships with customers and stakeholders. Customer service and administrative experience in varied environments. Available for both part time and full time opportunities in the Western Suburbs of Melbourne.

QUALIFICATIONS AND LICENCES

- Bachelor of Arts
- Masters of Arts in English Literature

HOURS

Available for both part time and full time opportunities

CURRENTLY SEEKING EMPLOYMENT WITHIN

Administration Assistant / Reception
Customer Service Representative
Contact Centre Operator

TRANSPORTATION

- Has own transport readily available.

RESTRICTIONS

- Avoid lifting > 3kg
- Avoid repetitive movements with the right shoulder

A financial incentive of up to \$26,000 is available to employers using the WorkSafe Incentive Scheme for Employers (WISE).