



Number: 2018/06

Date: 20 July 2018

Relevant: Jervis Bay Territory Residents

Topic: Employment Opportunity – Jervis Bay Territory Administration Office
Customer Service Officer – APS3 Ongoing

The Department of Infrastructure, Regional Development and Cities is currently recruiting for an APS3 Customer Service Officer to join the Jervis Bay Territory Administration team. This role is ongoing with the successful applicant required to undergo and maintain an Australian Government security clearance at Baseline Vetting Level.

The Customer Service Officer will be required to assist customers with services including electricity billing, motor vehicle registration and driver licensing, complete tasks in a timely and accurate manner and work in a small team to meet priorities and achieve goals.

Further information about the role can be found under the Career Opportunities link on the Department of Infrastructure, Regional Development and Cities website (www.infrastructure.gov.au). Applications close 11:59pm AEST Friday, 3 August 2018.

I encourage all community members who are interested in the position to apply.

Chris Baseler
Operations Manager
Jervis Bay Territory Administration