

Customer Service Officer - Wickham Recreation Precinct

Casual Rate \$48.8133 per hour including loading

Join Our Team as a Customer Service Officer - Casual at the Wickham Recreation Precinct!

Are you passionate about customer service and enjoy working in a dynamic recreation environment? The City of Karratha is seeking a motivated Customer Service Officer to be the first point of contact at the Wickham Recreation Precinct. This is an exciting opportunity to support community engagement, provide essential information, and assist with the smooth operation of our premier recreational facility.

About the Role

As a Customer Service Officer, you will:

- Deliver exceptional customer service to patrons, community groups, and organisations.
- Provide information on Council's recreation programs and facilities in a timely and professional manner.
- Manage bookings and facility hire in accordance with policies and procedures.
- Handle cash transactions securely, ensuring accurate receipt processing and financial accountability.
- Assist in promoting, coordinating, and supporting recreation programs.
- Liaise with facilities staff to maintain the Centre's operational excellence.
- Contribute to a safe and welcoming environment for all visitors

About you

We are looking for someone who:

- Studying towards recognised formal qualifications in the recreation/leisure field
- is desirable
- Current First Aid Certificate
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Current Working with Children Check
- Ability to work evening and weekend rosters

Why Join Us?

- Work in a vibrant and supportive team environment.
- Play a key role in enhancing community access to recreation and leisure facilities.

If you are enthusiastic about customer service and recreation, we want to hear from you!

**Come for a career and
stay for a lifestyle!**