
POSITION VACANT:

OUTBOUND CALL CENTRE OPERATOR - CASUAL

Work Unit	Membership Administration
Location	Sydney, CBD
Call Centre Operation Hours	Monday – Thursday : 3.00 – 8.00 pm
Working Hours	Negotiable
Commencement	Immediate start

Key responsibilities:

- Calling members on Union matters
- Data entry
- Some recruiting, campaigning and ad hoc duties

Skills:

- General pro-active approach to work and the ability to work efficiently in a dynamic and fast-paced office
- Good communication skills with the ability to communicate with a diverse population.
- Work autonomously with limited supervision in a small team
- Proficient in Microsoft Office
- Strong attention to detail
- Ability to multi-task
- Data entry skills

Due to visa restrictions only applicants with Australian citizenship, permanent residency or other unrestricted working rights can be considered.

Please send your CV and cover letter to Emmy Gudovska via email : emilija.gudovska@hsu.asn.au

Application Deadline : **COB Monday 4 March 2019**

Please note that due to the expected volume of responses; only short-listed candidates will be contacted in relation to their applications.