



## Client Services Officer

### Corporate Services

### Casual

- **Would you like to take the next step in your career?**
- **This is your opportunity to make a difference within your community by being part of a Not for Profit Organisation.**

Access Australia Group Limited is seeking to appoint a Client Services Officer for our Corporate Services Division on a casual basis. The position plays a vital role in the daily operations of the organisation and is responsible for providing high-quality customer and administrative support services to internal and external stakeholders and AAG staff.

The successful candidate will have either a Certificate III in Business Administration or extensive experience in frontline reception and/or a busy office environment.

Salary is in accordance with Access Australia Group's Enterprise Agreement.

You will be working in a supportive, friendly environment that offers professional development, training opportunities and flexible working arrangements.

For further information regarding this position please contact Narlinga Morgan - Client Services and Resources Manager on 03 5445 9800.

To be considered for the position all applicants **must address the Key Selection Criteria**.

Appointment to the position is subject to a clear National Disability Insurance Scheme (NDIS) Worker Screening Check.

Applications addressing the **Key Selection Criteria** are to be forwarded by one of the following means:

#### **Access Australia Group**

**Postal Address:** PO Box 276, Bendigo Central VIC 3552  
**Site:** 18 - 20 St Andrews Avenue, Bendigo VIC 3550  
**Email:** [recruitment@aaq.org.au](mailto:recruitment@aaq.org.au)

*Access Australia Group Limited is an equal opportunity employer and strongly encourages Aboriginal, Culturally Diverse community members and people with disability to apply for this position.*