



Civil Asset Maintenance

About the opportunity

As a trainee in the Civil Asset Maintenance team, you will be mentored in providing a high standard of customer service to the business. You will be based in Council's Civic Centre where you will have the opportunity to work within a great team whilst developing your administration, computer, communication and team work skills.

Your duties will include typing and mailing letters, answering and attending to customer enquiries, liaising with various stakeholders in the organisations, following up on unpaid fees, data entry and maintenance of our internal databases.

Connect - Create - Celebrate

Council Chambers - 62 Flushcombe Road - Blacktown NSW 2148

Telephone: (02) 9839 6000 - DX 8117 Blacktown

Email: council@blacktown.nsw.gov.au - Website: www.blacktown.nsw.gov.au

All correspondence to: The General Manager - PO Box 63 - Blacktown NSW 2148