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# Blacktown City Information Centre

## About the opportunity

As a trainee within Council's Information Centre, your focus will be on providing quality customer service and enhancing customer satisfaction through consistent responsive and polite handling of enquiries and requests.

This role will provide you with fantastic overall knowledge of Council as an organisation. You will maintain continuous working knowledge of our services, products and activities, forging relationships with key stakeholders throughout the business. Daily tasks will include filing, responding to email enquiries, stationary orders and mailing.

You will be motivated, enthusiastic and committed to providing a high standard of customer service to the community, while possessing strong verbal and written communications skills.

### **Connect - Create - Celebrate**

Council Chambers - 62 Flushcombe Road - Blacktown NSW 2148

Telephone: (02) 9839 6000 - DX 8117 Blacktown

Email: [council@blacktown.nsw.gov.au](mailto:council@blacktown.nsw.gov.au) - Website: [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au)

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