

CLIENT SERVICES OFFICER

- **Financial Services Industry**
- **\$30-35,000 + super + benefits**
- **South Melbourne**

This varied role will utilise all your customer service and administration skills. You will have daily client interaction and be responsible for maintaining the client database, and balance this with general office administrative duties - lots of diversity and responsibility.

Assisting the Client Services Supervisor you will be involved in the applications process, attend to client queries and general day-to-day client services and administrative activities. This is not a typical Client Services role, you will need to be interested in the industry and become part of the business!

Bring your ownership and flexibility, proactive attitude, strong administrative skills, outstanding customer service focus - both internal and external - along with your professional presentation, intermediate to advanced Microsoft Office Suite skills and database knowledge to this exciting and challenging opportunity.

If you are looking for a busy, varied position, and want to grow with the business and be of further value in this niche market, then this could be your next long term role!

To discuss this role in greater detail please contact Jon Vonk on 0439 101909 (Evenings and Weekends 03 9534 3830) email jon@vonk.com.au ref WFLA02