



Customer Service Specialists

E te tini, e te rahi – aro mai ki tēnei kaupapa

Masterton District Council is committed to making Masterton a great place to live, visit, and do business, and we are looking for dynamic, customer-focused people who want to help us deliver to our community.

Due to internal promotion we have exciting opportunities to join our front-of-house and administration team. This team is the 'face of Council' being the first point of contact for our customers and broader community, and deals with enquiries covering the full range of Council services. The team also provides high quality administration support across the organisation. First and foremost you will be a 'people-person' with an outstanding attitude to providing great service. You will be comfortable dealing with a range of people and have a 'can-do' approach to getting on with the job. Customer service skills are a must, and experience in cash handling and strong administration skills, will also be key to success.

If you are passionate about Masterton, and want to make a difference by working for your local community, we would love to hear from you. You can send us your application (CV and covering letter) today to admin@mstn.govt.nz or by post to Masterton District Council PO Box 444 MASTERTON 5840. A job description with more information can be found on our [Council](#) website.

Applications close **5pm Monday 26th February 2018** and applicants must have the right to work in New Zealand.

Enquiries can be directed to Jenny Spencer, HR Manager jennys@mstn.govt.nz 06 370 6267, or 027 5793233.

Mauri ora ki a tātou katoa

Masterton District Council has a policy of Equal Employment Opportunity.

