

## AO2 Client Services Officer (Payroll Processing Officer)

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Company: McArthur

Location: Australia

Category: other-general

Brisbane Northside

State Gov

Fixed Term Contract

Our State Government client is seeking an AO2 Client Service Officer (Payroll Processing) to join their team based in Brisbane North. This is a rare opportunity to get your foot in the door of Government with a 3-month contract on offer, with possible extension. This role will be commencing 9th January and will be based in a convenient location close to public transport and with street parking available.

To start you off, you will undertake one week of classroom training to get you familiar with the systems and legislation. From there, you will be supported in your on-going training with a buddy system before joining the wider team.

This is a great opportunity for someone in their early career stages looking to build on their administration skills or looking to join the public sector.

The key skills and attributes required for success in this position will include:

previous administrative or customer service experience involving administrative tasks  
an aptitude for working with numbers and a keen eye for detail with high accuracy being

essential

ability to work efficiently and meet set daily targets

excellent communication skills, both written and oral, including a professional and friendly phone manner

the ability to adopt a respectful and professional style with dealing with internal stakeholders and clients

sound keyboarding skills and a typing speed of at least wpm with high accuracy

ability to pick up new systems quickly and adapt to new environments

a track record of reliability and strong attendance record

a great work ethic, along with a team-player approach to work and a friendly and positive attitude

Note, proof of vaccination for Covid is a requirement for this role.

If you are interested and possess the necessary skills and experience, please apply now following the links on this page.

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