Customer Service Officer

Apply Now

Company: Opal HealthCare

Location: Australia

Category: office-and-administrative-support

At Opal HealthCare, we know that companies don't succeed, people do.

What can we offer you?

Attractive salary package.

Fantastic career development opportunities.

Hybrid working options, both in the Office and from Home.

Access to the Opal Academy. https://academy.opalhealthcare.com.au

Great office location in central CBD.

Are you an experienced Customer Service Officer seeking a stand out opportunity in the Sydney CBD? Do you have a positive, can-do attitude with a superior telephone manner & a passion to deliver? If so, we may have the perfect opportunity for you. Reporting to the Resident Billing Team Leader and based in the Sydney CBD, this role will provide quality telephone and administrative support services to Accounts Receivable, Payable and Payroll teams. This is a high-paced role where you will close out all billing related queries in a timely manner for our valued customers and be responsible for the banking of payment transactions received daily. **This is a permanent full time opportunity!** This is a fantastic opportunity to be part of a collaborative, vibrant team in a growing organisation.

What you can expect from us?

A competitive salary package

8.30 – 5pm general working hours

A friendly, social, collaborative team

Convenient CBD location

What we expect from you?

1 years' minimum experience in a similar Customer Service role

Outstanding Customer Service & Communication skills

The ability to deliver high volume processes and queries in a timely manner

An outgoing, vibrant can do attitude with the ability to work well on a close team environment

Strong computer skills with strong ability to interpret & analyze data

Excellent attention to detail

Aged Care experience desirable

All applicants must be willing to obtain a police clearance certificate via Opal HealthCare's police check system.
You must also be willing to obtain a personal NDISWC through your state government provider prior to commencing employment.

Apply Now

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