

Administration Support Officer

We offer our staff a number of great benefits, including:

- Purchase additional Annual Leave
- Gym reimbursement program
- Additional Leave options
- Study assistance

Your new company

Bank First, formerly Victoria Teachers Mutual Bank, is a customer owned bank that exists for the sole purpose of providing better banking experiences for customers; not to serve shareholders. We pride ourselves on our high customer satisfaction and are continually improving our processes and developing new initiatives for a better customer experience. This is a casual role minimum 20hrs per week with a view for permanent full time (full time availability is preferred)

Your new role

Offering excellent scope to display and enhance your skills, the Administration Support Officer will provide operational support within the Customer Contact Department. This is a broad role requiring a proactive attitude, with tasks including:

- Data entry and collation to assist in the delivery of Customer Experience improvements
- Assisting in the process of on-boarding new customers
- Maintaining and amending processes and collateral
- Contacting customers as required
- General administrative duties

What you'll need

- Strong written and verbal communication skills
- Strong attention to detail and accuracy
- Excellent time management skills with an ability to manage multiple tasks
- Demonstrate initiative and a proactive approach to problem solving
- Proficient in Microsoft Office Tools

What you'll get in return

This exciting opportunity will see you working for an award winning organisation, helping us maintain and grow our focus on outstanding customer experience. You will enjoy a friendly and supportive team based working environment and a range of benefits including flexible, progressive employment conditions and opportunities that enable you to grow within the organisation.

What you need to do now

To be considered for the role, please send your CV and covering letter addressing the above criteria to jobs@bankfirst.com.au.

Applications close: Friday 14 December

117 Camberwell Road, Hawthorn East VIC 3123
PO Box 338 Camberwell VIC 3124

Tel: 1300 654 822 Email: jobs@bankfirst.com.au
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Fax: 03 9882 4348 Web: bankfirst.com.au

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