

RE: Customer Service Assistant - SportUNE

How to Apply

Your application must be received by UNE Life by the closing date listed below. **Applications received after the closing date will not be accepted.**

Applications must be emailed to dhiscox@une.edu.au

Your application should include the following:

* One page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role at UNE Life;
* A current resume containing details of 2 referees. At least one referee should have a thorough knowledge of your work over the past 2 years as your manager or supervisor;
* Copies of current/valid qualifications required as detailed in the Position Description.

About the Application Process

After reviewing the applications, the selected candidates will be called for interviews. This process may take one to two weeks.

All applicants will be contacted when the hiring process is complete.

Please contact SportUNE’s Centre Manager, Jesse Turner on 02 6773 1315 if you have any questions regarding the application process, including all queries relating to the position.

Position Details

|  |  |
| --- | --- |
| **ITEM** | **DETAILS OF OFFER** |
| Commencement date: | 2024 |
| Type of engagement: | Casual |
| Position offered: | Customer Service Assistant  |
| Location of position: | SportUNE, University of New England |
| Reporting to: | Operations Coordinator, SportUNE |
| Modern award coverage:  | Fitness Industry Award 2020  |
| Classification:  | Level 3 |
| Superannuation Guarantee rate: | 11.5 % |
| Ordinary hours of work: | Unspecified due to casual nature of work |
| Annual & personal leave: | Casual loading in lieu of leave entitlements |
| Notice period: | 2 weeks  |
| Staff Benefits: | Attractive package available – including:* Discounts at UNE Life food and beverage outlets
* Discounts at Hair and Beauty outlet
* Employee Assistance Program
* Gym membership
 |