

NHULUNBUY POST OFFICE

POSITION VACANT

Full-Time Postal Service Officer

Nhulunbuy Post Office, located at the Captain Cook Shopping Centre, has a full-time job vacancy available.

Selection Criteria

Essential:

- Must pass a police check.
- Fit to stand for extended periods and can lift heavy items.
- Must be able to work Monday to Friday between 8:30am – 5:30pm, and Saturday 8:30am – 12:30pm.
- Able to undergo training to meet Australia Post requirements.
- Attention to detail.
- Speak and write English.
- Good communication and interpersonal skills.
- Team worker.
- Excellent computer literacy.

Desirable:

- Previous experience in Post Office operations.

Duties:

- Customer Service
- Mail Room Duties
- Stock Maintenance
- PO Box Management
- Sorting letters and parcels

Please address the selection criteria and resume forwarding to:

Position Vacant Nhulunbuy Post Office
PO Box 1696
Nhulunbuy NT 0881
enquiries@govwarehouse.com.au