

Volunteer Programme

Job Description

- Title:** Sales & Service Support Officer
- Purpose:** Major responsibility is to assist the Supervisor, Sales & Service Support with the Bank's marketing initiatives.
- Activities:**
- Preparation of advertisements.
 - Compilation of reports.
 - Public relations/show co-ordination.
 - General clerical assistance.
- Qualifications:**
- Knowledge of Microsoft Word 6.0 is essential.
 - Ability to relate to people from all walks of life.
 - Ability to work in a team environment.
 - Outgoing, friendly personality.
 - Good organisational skills.
 - Ability to work autonomously.
- Attendance times:** Monday - Friday
8.00am - 5.00pm
- Location:**
- Supervision:** Supervisor, Sales and Service Support, W.A.
- Benefits:**
- Opportunity to work in an organisation.
 - Opportunity to gain administrative and sales/marketing experience.
 - Opportunity to use computer skills.
 - Opportunity to understand the service needs of internal clients in a world class organisation.
 - Opportunity to work within a supportive team environment.