



St Marys Indoor Shooting Centre

PO Box 982, St Marys, NSW 1790

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CASUAL VACANCY – CUSTOMER SERVICE OFFICER

St Marys Indoor Shooting Centre is the largest indoor range in Sydney and operates 25m and 50m ranges, a retail facility and also provides training, Try Shooting and storage facilities. The Centre is open 7 days a week, has on-site parking and during its 15 years of operation has established a loyal and regular client base.

We are currently looking for experienced Customer Service Officer who has a good knowledge of the industry, has held a NSW firearms licence for a minimum of 2 years and has outstanding customer service skills to join our team.

This is a casual position that operates on a rotating roster which involves weekend and evening shifts.

As a Customer Service Officer, you will be responsible for:

- Over the counter sales and phone inquiries
- Sale of firearms and accessories
- Customer services queries, orders, bookings and general administration
- Range supervision and clearing of firearms
- Compliance with the NSW Firearms Act
- General cleaning and maintenance of range

To be successful in this role you will ideally have:

- A current NSW Firearms licence
- Good knowledge of firearms legislation and licensing procedure
- Excellent customer service skills with experience in solving customer complaints
- Good knowledge of firearms and related products
- Own transport desirable

To be considered for this role please forward an application detailing your skills and experience in the identified areas, along with your resume to ali@stmarys.ssaa.org.au by 31 October 2017.