



**The Fred Hollows
Foundation**

Customer Service Coordinator

***Join us today, and help The Foundation restore
sight and change lives***

The Fred Hollows Foundation is an agent for development; we focus on blindness prevention and Australian Indigenous health.

The Fred Hollows Foundation's (FHF) fundraising has grown significantly in the last 3 years, and we are now looking for new staff to join our award winning team.

The primary responsibility of this Sydney based role is to contact FHF supporters by telephone and/or correspondence to build excellent supporter relationships and grow income.

We are seeking a warm and professional communicator who has:

- Demonstrated telephone customer service and relationship building experience
- Competency in MS office and data entry
- Demonstrated ability to manage work effectively in a busy, dynamic work environment
- Willingness to work co-operatively in a team environment, including working flexible hours

Application process

For further details go to www.hollows.org.au/employment or call **Helen Tran** on **(02) 8741 1900**. Provide 2 current work referees details, resume and cover letter to employment@hollows.org or fax to **(02) 8741 1999**.

Indigenous Australians are encouraged to apply for this position.

Note that this role has been readvertised. Kindly don't reapply if you have previously submitted an application.