

Library Officer

- Flexible Part Time Hours (2 half days per week)
- Convenient Perth CBD Location
- Autonomous Role

An exciting opportunity exists within our Consulting Engineering Company located in the Perth CBD.

Due to continued growth and a large number of additional projects being awarded, an opportunity has become available within our administration team to provide support in the management of our technical library resources.

Applicants must possess the following capabilities:

- Knowledge of information resource management and its importance within a business/technical library setting.
- Knowledge of library systems and ability to input, manipulate and edit data.
- An understanding of library network systems and ability to assist staff in accessing information – physical, electronic and via the internet/intranet.
- High level interpersonal skills including the ability to relate positively with all levels of staff.
- High level organisational and planning skills.
- Working knowledge of LibrarySoft software would be preferable, but not essential.
- Previous experience in a library environment is essential.

Ideally you will possess:

- Strong communication skills with the ability to relate to all levels of staff.
- High level organisational and planning skills.
- Strong attention to detail.
- Initiative
- An enthusiastic nature
- Self motivated and proactive
- A team player with a positive attitude

Responsibilities will include:

- Create and manage the cataloguing of library resources
- Maintain library records
- Assisting staff using the library for research and project related activities
- Advising staff on relevant library services and resources to support the ongoing growth and technical knowledge of the company's employees
- Shelving and maintenance of the library collection including assisting with annual stocktake and shelf reading
- Assisting with maintenance of library equipment
- Maintaining the library intranet
- Other duties as required by Senior Management

On Offer to the Ideal Candidate:

- A fun and flexible working environment
- Attractive pay and conditions
- Opportunities to develop skills and capabilities with additional support and training

BG&E distinguishes itself and maintains its competitive position through the high quality of the engineering advice and service that it provides to its clients. This has been achieved through the skill and professional dedication of our staff and a corporate commitment to providing a high level of personalised client service and engineering excellence.

BG&E operates in 7 locations throughout Australia and the Middle East.