



City of Nedlands

## Library Customer Service Officer

**Work Type: Permanent – Part Time**

**Closing Date: 25/3/2015**

### **About the role**

The City of Nedlands is seeking a part time Library Customer Service Officer. This position will be required to work 83.75 hours over a 4 week roster (Monday to Sunday) including evening and weekend shifts and will involve working between our Nedlands and Mt Claremont branches.

Being the first point of contact, this position will provide a friendly customer service and positive image of the City to the community, in a helpful and courteous manner. Key responsibilities will include circulation desk duties, stock processing and deletions, and shelving.

### **About the successful candidate**

The successful candidate will have good interpersonal, communication, time management and organisation skills. Your ability to take initiative to resolve customer queries as well as ability to work independently and within a team environment are important requirements for this role. Previous work experience in a public library using Amlib library management system will be highly regarded.

### **What we offer**

This permanent part time position offers a salary range of \$46,600 to \$51,500 per annum (pro-rata) dependent on skills and experience plus superannuation.

### **Additional Details**

Please read the attached Position Description to ensure a full understanding of the role. Confidential enquires can be directed to Despina Swain, Library Services

Coordinator on (08) 9273 3644. Applications will be accepted until 5pm, Wednesday 25 March 2015. In the interests of fairness, late applications will not be accepted.

### **How to apply**

Applications can be submitted online by clicking 'Apply for job', by post or in person. Please read the attached Submitting an Application document for additional details.