



City of Nedlands

Library Customer Service Officer (Shelver)

Work Type: Permanent Part Time

Closing Date: 23/11/2015

About the role

The City of Nedlands is seeking a customer focused individual to join the library services team to provide high quality and friendly customer service to Library users. The role will be primarily undertaking shelving and some circulation desk duties at the Nedlands Library branch.

The successful candidate must be able to work Monday mornings and Friday afternoons.

Selection Criteria

The person we seek will be able to demonstrate:

- Sound customer service skills;
- Good interpersonal and communication skills;
- Effective time management and organisational skills; and
- An understanding of the Dewey Decimal Classification system.

Previous experience working in a public library and experience in using the Amlib library management system will be highly regarded.

What we offer

This permanent part time position (8 hours per week) offers a cash salary of \$40,400 to \$44,600 per annum (pro-rata) plus superannuation.

Additional details

Please read the attached Position Description to ensure a full understanding of the role. Confidential enquiries can be directed to Despina Swain, Library Services Coordinator on (08) 9273 3644.

Applications **must** include a covering letter and resume addressing the selection criteria listed above. Applications will be accepted until 5.00 pm, Monday 23 November 2015.

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.