

Library Customer Service Officer

About the City of Nedlands

The City of Nedlands is an inner metropolitan local government 7km from the Perth CBD, stretching from the banks of the beautiful Swan River to the edge of the Indian Ocean. We are committed to providing a vibrant, safe, inclusive community that is able to enjoy a high standard of local services and facilities.

About the role

An opportunity exists within the Library Service for a customer focused individual to join the team as a Library Customer Service Officer on a casual basis. The role is based at both our branches, Nedlands and Mt Claremont Libraries with shifts including Saturday mornings, Sunday afternoon and evening shifts.

The key responsibilities of the role include circulation desk, roaming duties, stock processing, and shelving.

About the successful candidate

The successful candidate will have:

- High level customer service skills with the ability to take initiative to resolve customer queries;
- Sound interpersonal and communication skills;
- Ability to work independently and within a team environment;
- Well-developed skills with the use of Microsoft Office programs;
- Proficient in a range of current technologies with the ability to do basic troubleshooting; and
- A current Provide First Aid Certificate.

What we offer

This casual position offers a rate of \$36.19 - \$39.95 per hour, inclusive of casual loading, plus superannuation (conditions apply).

Additional details

Please read the position description to ensure a full understanding of the role. Applications must include a covering letter and a resume demonstrating your suitability for the role.

Confidential enquiries can be directed to Despina Swain, Library Services Coordinator on (08) 9273 3644.

Please note that the City reserves the right to close applications and appoint a candidate prior to the closing date. Early applications are highly recommended.

How to apply

Applications can be submitted online via the City of Nedlands website before 5pm AWST, Thursday 20 July 2023.