

# Shire of Cocos (Keeling) Islands

## West Island Library Services Officer

Casual Relief (8hrs per fortnight)

Are you looking to be part of an innovative and dynamic team?

The Shire of Cocos (Keeling) Islands is looking for a dedicated and customer-focused individual for the casual relief position Library Services Officer on West Island.

This position has a particular emphasis on customer service and will include:

- Desk duties and assisting customers with self-serve technology
- Connecting customers with library and community resources and services
- Maintain collections using established procedures and systems
- Maintaining the Library in a clean state.
- Assist with other library activities and promotion.

Applicants must have relevant customer service experience, although a library qualification is not required. They will have a good general knowledge with an interest in reading and current affairs.

Applicants wishing to apply for this opportunity are to submit a copy of their current resume and a covering letter addressed **confidential** to the Human Resources Officer (not more than 2 pages) addressing why you are interested in and suitable for this role. Applications can be mailed, hand delivered or emailed to [lanif.yakin@cocos.wa.gov.au](mailto:lanif.yakin@cocos.wa.gov.au)

For more information about this position, please contact the Community Development Coordinator, [nadya.adim@cocos.wa.gov.au](mailto:nadya.adim@cocos.wa.gov.au) or by telephone on (08) 9162 6649.

Applicants may be subject to a pre-employment medical, including drug screening, and willing to apply for a Working With Children Check (WWCC).

The Shire of Cocos (Keeling) Islands is an Equal Employment Opportunity Employer and is committed to a fair recruitment process in selecting the best applicant for the position.

Applications close at **12:00PM Friday, 6 December 2024**.