

Shire of Cocos (Keeling) Islands

West Island Library Services Officer

Permanent Part-Time Position (10hrs 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 position of a Part-Time 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
- Organise and coordinate Better Beginning classes
- 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.

We welcome applications even if you do not tick all the above criteria and/or can only commit to a couple of hours a week as we will be open to a job share arrangement.

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

For more information about this position, please contact our Community Development Coordinator, Adim Hajat at adim.hajat@cocos.wa.gov.au.

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 **4:00pm Friday, 26th April 2024**.