

The Goethe-Institut Singapur seeks a library assistant to the next possible date.

The tasks include:

- Lending and customer service
- Germany related reference desk
- Assistance with the collection development
- Webservice : Homepage maintenance
- Assistance with public relations

Requirements:

- Good knowledge of German culture and literature
- Work experience in the library field is preferred
- Media literacy
- Sound knowledge of MS Office, willingness to learn the library applications
- Knowledge of CMS und HTML is an advantage
- Able to speak German or willingness to learn
- Committed to work independently as well as in a team
- service oriented and flexible

For further information please contact Mr. Robin Dresel at robin.dresel@singapore.goethe.org.

Please submit your application till 30.04.2008 electronically or via mail to :

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