

ISEAS LIBRARY

INSTITUTE OF SOUTHEAST ASIAN STUDIES

Library Assistant

The successful candidate will support the ISEAS Library in the following duties:

1. Support Library administration and management to facilitate effective and efficient operation and delivery of all the Library's functions and services.
2. Support Library administration and management to acquire, organize, maintain and process Library collections.
3. Assist in good record and inventory keeping, and implementation and maintenance of Library policies and procedures.
4. Participate in Library circulation and information services.
5. Perform any duties as assigned commensurate with the level of the post.

Requirements

- A Diploma in Information Studies/Diploma in Library Studies/Library and Information Assistant's Certificate (City & Guilds of London Institute or NBDCCS or equivalent);
- At least two years' relevant working experience in library work;
- Computer literate and familiarity with library software;
- Cataloguing knowledge and experience;
- Good typing skills, oral and written communication skills in English, and at least one Southeast Asian language, or Chinese;
- Good team player with interpersonal and administrative skills.

Interested candidates may submit their resumes by **4 September 2009** via email to: ISEAS Library at Email: iseaslib@iseas.edu.sg

If you have any queries, please contact Ms Linda Yip at 68702441.