

LIEN YING CHOW LIBRARY
Advancing People With Information
NGEE ANN POLYTECHNIC

invites applications for the following positions

(1) Management Support Officer, Acquisitions

The successful candidate will support the Acquisitions Section in the following duties:

1. Provide management and administrative support to the Manager, to ensure the smooth operation and delivery of all Serials functions and services
2. Supervise staff in the receipting and physical processing of subscriptions to ensure the periodicals received are available on the shelves within service standards.
3. Manage vendors' performance and ensure compliance to Service Level Agreements
4. Administer subscriptions to e-resources & databases, maintain and upkeep e-resource links in the Content Management System and the Library System.
5. Responsible for good record keeping & filing, maintain and document procedures of Circulation Section
6. Provide Circulation/Information service, and perform shift duties when rostered.

(2) Management Support Officer, Circulation

The successful candidate will support Circulation Section in the following duties:

1. Provide management and administrative support to the Manager, to ensure the smooth operation and delivery of all Circulation functions and services to meet service standards
2. Supervise and train staff to perform circulation functions

3. Manage outsource vendors' and their staff performance in areas of library security & discipline, housekeeping, facilities management, equipment maintenance, shelving, circulation services to ensure compliance to Service Level Agreements
4. Responsible for good record keeping & filing, maintain and document procedures of Circulation Section
5. Responsible for the operation, administration and training for the library CCTV, PA and AV Systems.
6. Provide Circulation/Information service, and perform shift duties when rostered.

Pre-requisites

- A Polytechnic Diploma (or equivalent), preferably in library studies
- Relevant working experience in acquisitions, serials, circulation functions or facilities management
- Knowledge of the Spydus Library System, CCTV system, PA system, AV equipment operations will be an advantage
- Conversant in MS Word, MS Excel.
- Good communication skills both oral and written
- Team leading ability with good interpersonal skills
- Strong administrative skills

Interested candidates may submit their resumes by **14 Feb 2009** via email to:

Lien Ying Chow Library

Email: lba@np.edu.sg

If you have any queries, please contact Ms Lim Bee Ang at 6460 6551