

Part-Time Branch Junior Clerk

Employer: Sault Ste. Marie Public Library

Posted: 10 months ago

ES Job ID: 14383

Sector(s): Other

Salary: 27.23

Closing Date: June 12, 2023

Location: North Branch

Duration: Part Time

Job Description:

Title: Part-Time Branch Junior Clerk

Job Class: 3

Salary Range: \$27.23 - \$30.18

Location: North Branch

The Sault Ste. Marie Public Library invites applications from qualified candidates for the position of Part-Time Branch Junior Clerk at the North Branch.

Please note this position may require split shifts, afternoon/evening work, Saturday and Sunday work. It is understood that shift requirements may change due to operational requirements.

The successful candidate may be required to exercise direction over Volunteers and Library Pages.

Although the advertised position is for the North Branch, applicants must be willing to work in any department for which they are qualified.

Required Skills:

Applicants must possess the following qualifications:

- High school diploma
- Good keyboarding skills
- Working knowledge of Microsoft Office
- Experience relevant to the job duties and responsibilities
- Excellent communication and interpersonal skills
- Excellent customer services skills and experience in serving the public of all ages

Requirements:

Assets include the ability to:

- Ability to read, write and speak French
- Demonstrate excellent attention to detail
- Promote the Library
- Work well within a team environment
- Use the Integrated Library System Application Process and Contact Information

How to Apply:

Applications will be received by the CEO, Matthew MacDonald, until Monday June 12, 2023 at 4:30 p.m. Further information regarding the job description is available from the CEO.

Interviews will be scheduled after the posting date.

All qualified candidates are encouraged to apply.

Interested candidates should send their applications by email to m.macdonald@cityssm.on.ca

The Sault Ste. Marie Public Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.