

Library Assistant (part-time 50 %, local staff) at the Goethe-Institut Hongkong

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. We promote knowledge of the German language abroad and foster international cultural co-operation.

The Goethe-Institut Hongkong is looking for a Library Assistant for circulation and technical services in part-time to join our team from 01.11.2017. The position is initially fixed-term for one year.

Key responsibilities:

- Providing circulation services
- Assisting customers and providing reference
- Shelving of library materials
- Book processing, Media displays and other promotional activities
- Administrative tasks as assigned

Requirements:

- Proficient levels in both spoken and written Cantonese and English
- Knowledge of German (A2 level)
- Flexibility and ability to work in a small team
- Working according to the library opening hours
- Computer skills, MS Office
- IT literacy skills
- Willingness to learn Library Management Software Koha
- Enjoy working in a knowledge environment and providing excellent customer service
- Friendly and good communicator, punctual and with attention to details

What we offer:

20 hours per week, one year contract with option for renewal

Commencement date: 01.11.2017

Deadline of application: 15.09.2017

Application:

Interested candidates should submit an **email application** with subject line "Job Application Library Assistant" and attach a letter of motivation and a full resume to their email to:

Mrs. Jacqueline Gorczynski
Head of Library and Information Service
Goethe-Institut Hongkong
jacqueline.gorczynski@goethe.de