



Summer Student – Administrative Clerk

Northern Lights Library System (NLLS) is currently seeking innovative, collaborative and highly motivated individual for the summer student position of Administrative Clerk.

Reporting to the Manager of Operations & Finance, the Administrative Clerk is required to be between the ages of 15-30 and will be accountable for assisting in the administration duties within the multiple departments of Northern Lights Library System to assist with the increased summer workload and offer experience to a summer student looking to enter the Library or Education fields.

General Responsibilities may include the following but are not limited to:

- Various Administration and Reception duties
 - Answer phone, emails and general inquires.
 - Process mail and deliveries as needed.
 - Filing and organization of system paperwork.
- Assist alongside the Library Operation Specialist and learn the aspects of Processing and ILL Clerk duties.
 - Ensuring that materials ordered on behalf of member libraries and contracted libraries leave headquarters in acceptable condition.
 - Ensure received materials are properly identified, labelled and laminated as necessary.
 - Shelf items for shipping, packages outgoing material, creates and files packing slips.
 - Responsible for the receiving, sorting, and directing of all intra and interlibrary loans between member libraries and other libraries by preparing the van run, government courier and mail.
 - Verify that the ordered items match the items shipped and deals with any discrepancies.

KNOWLEDGE, ATTRIBUTES & SKILLS

- High School Diploma or Post Secondary Enrollment
- Valid Alberta Driver's license with a minimum 3 years' experience
- Possess good organizational skills
- Physically able to lift moderately heavy boxes (50lbs)
- Good verbal communication and public relations skills
- Must be able to work independently in a fast-paced atmosphere.

This is an 8-week full time position with a regular work week consisting of 35 hours.

This position will be open until filled; interested parties to email resume and cover letter to:

Terri Hampson, Operations & Finance Manager
Northern Lights Library System
Postal Bag 8, Elk Point, AB T0A 1A0
Email: thampson@nlls.ab.ca
Phone: 780.724.2596 ext.2110

We thank all candidates for their applications; however only those selected for an interview will be contacted.

NLLS respectfully acknowledges that our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples