Goethe-Institut Hongkong · G.P.O. BOX 5531 HONG KONG

Das Goethe Institut Hongkong has a vacancy for a Library Clerk (part-time 50%, local staff) - Technische Hilfskraft Bibliothek, (Teilzeit 50 %, Ortskraft)

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 cooperation

The Goethe-Institut Hongkong is inviting interested candidates to apply for the following part-time position of Library Clerk / Technische Hilfskraft Bibliothek for commencing date on **16. February 2015**

Goethe-Institut Hongkong
14/F, Hong Kong Arts Centre
2 Harbour Road
Wanchai
Hong Kong

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www.goethe.de/hongkong

Key responsibilities:

- Providing lending services and reference
- Shelving of library materials
- Book processing and repair
- Mailing out of information materials

Requirements:

- Languages skills: proficient levels in both spoken and written Cantonese/Mandarin and English, good working knowledge in German required
- Flexibility and ability to work in a small team
- Working according to the library opening hours
- Computer skills and IT literacy skills
- Enjoy working in a knowledge environment and providing excellent customer service
- Friendly and good communicator

Terms of Appointment:

- 1 year contract part-time (50 %), 20 hours per week, 20 days paid leave.
- Commencing date: 16.02.2015
- Deadline of application: 16.01.2015
- Candidates, if shortlisted, should be available to attend an interview on 2nd or 3rd Feb. 2015

Application:

Interested parties should submit an e-mail application with subject line "Job Application Library Clerk" and attach a letter of motivation and a full resume to their email.

Please send to:
michaela.bodesheim@hongkong.goethe.org
Mrs. Michaela Bodesheim
Head of Library and Information Service
Goethe-Institut Hongkong

www.goethe.de/hongkong

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