

Distribution Clerk – Temporary until December 24th

Parkland Regional Library is currently accepting applications for the entry level position of Distribution clerk (temporary). This staff performs the sorting, shipping, and receiving functions necessary for the efficient delivery of library materials to Parkland Regional Library's members. The position works closely with and is guided by the Operations Coordinator and reports to the Supervisor of Finance and Operations, operating within the Finance and Operations unit.

Knowledge, Skills, and Abilities:

- High School Diploma or equivalent
- Organized, reliable, attentive to detail, adept at problem solving, and comfortable working in a fast-paced environment
- Must be able to switch easily between job priorities as assigned and to work independently as well as part of a team.
- The ability to communicate well in a team environment.
- Physically fit and able to lift and carry library materials up to 40 pounds and walk/stand for up to a 7 hour shift.

Scope:

This is a versatile position that contributes to achieving departmental goals through the efficient delivery of library materials and equipment within the boundaries of the regional system. While the primary focus is sorting, shipping, and receiving, other duties may be assigned.

About Us:

Parkland Regional Library is a welcoming workplace which serves 49 Central Alberta public libraries. Services include support to public library operations, library management, human resource management, governance, advocacy, marketing and communications, collection management, information technology support, and resource sharing. Parkland is headquartered in Lacombe, a vibrant community just north of Red Deer.

Remuneration

The pay rate for this position is \$18 per hour for a 30 to 35 hours per week, Monday through Friday, with typical working hours of 8:30-4:30. Staff receive an hour for lunch and two 20-minute paid breaks.

This position may become permanent.

To apply:

Interested candidates should email their cover letter and resume to finance@prl.ab.ca. Review of applications will begin immediately, and the competition will remain open until the position is filled. We thank all applicants but only those selected for an interview will be contacted.