



Now Hiring

Apply by: 17 July 2025
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Library Assistant

Under the supervision of the Librarian, the Library Assistant assists library users in the location and selection of books and other library materials and with ordering, purchasing and cataloguing of new books. He/She issues and receives library books and other materials, registers new library members and performs clerical duties such as filing, typing and word processing. The Library Assistant opens and closes the facility in accordance with security regulations. He/She also processes sign out of books for loan, re-shelves books and charges overdue fees as required.

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

High school diploma AND some years of experience in a related field

Experience

In a library or similar setting

Competencies

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

LANGUAGE REQUIREMENTS

English Essential / Bilingual (French and English) an Asset

Reading: Functional

Writing: Functional

Oral: Functional

Salary: 18.46 - 19.57 CAD Per Hour

Location: CFB Shilo, Manitoba

Position Type: Permanent Part Time

To apply directly to this opportunity, scan this QR code which will take you to the application page.

