

Professional Librarian | Singapore

About Us

Civica builds software and provides IT and digital transformation services to support some of the most important organisations in our communities; like schools, libraries, local councils and state agencies. We work with some of the largest health fund providers bringing their services into the digital age. Our products are market leaders, some of them are globally renowned.

Our team is proud to work within the sectors we do, where we make a real difference, contributing to the growth of the societies that we live in and accelerating the digital transformation of the public sector and associated markets. Want to join us and help continue our mission?

About The Role

Civica is looking for an experienced Professional Librarian to join our growing team. This is a fantastic opportunity for a motivated individual who is passionate about leading people. You will be required to coach up to 40 Library Assistants across numerous locations. You will be bringing best practices for running a library that you have gained throughout your experience as well as innovative ideas. You will also be collaborating with the Library Assistants and School Representatives to understand what readers are looking for and are interested in to ensure we are providing what they want. Your efforts will result in a better reading culture and environment for students in Singapore.

Responsibilities

Apart from setting Standard Operation Procedures and regular reviewing of it, you will also be involved in:

- Provide guidance to Library Assistants for their daily operations, and ensure that they are achieving the Service Level Agreements
- Analysing regular reports eg library usage, loan and collection statistics, reference enquiries
- Liaise with suppliers in the procurement, selection and delivery of print and e-resources
- Maintain the integrity of the Bibliographic records in the library database to facilitate access to library resources
- Gather feedback from schools and share with project manager and internal teams

About You

You will have relevant experience in managing library operations and management.

You will also have:

- Minimum Diploma or Degree with good credit in English
- Knowledge of library systems preferred
- Good people management skills
- Good interpersonal, communication and presentation skills
- Proficient in MS Office
- Familiar with digital, internet and social media online tools and platforms

Your Benefits

At Civica we believe our people are our biggest asset and we pride ourselves in cultivating a supportive and modern working environment; whilst providing you with the training and tools you need to get the job done. We will offer what you would expect in today's modern work environments:

- Join a growing and successful business
- Genuine career development

Civica is a Diversity Leader

At Civica we are committed to building and maintaining an inclusive and supportive culture where diversity thrives, and all of our people excel. We believe that diversity stimulates innovation, enables us to deliver better outcomes for people and communities, supports the growth of our people, and delivers great results for our customers. At Civica we recruit, promote and reward our people based on their contribution, regardless of gender, race, disability, religion/belief, nationality, ethnicity, sexual orientation, age or marital status.

What Next?

Do we sound like a good match? If so, then we would love to hear from you! Please send in your **resume** and we will take it from there to **Sam Peiyong** (Peiyong.sam@civica.com.sg) or **Terrence He** (Terrence.he@civica.com.sg). If you have any queries, feel free to reach out to them on their email too.

Civica is an equal opportunity employer and welcomes applications from all sections of the community.

No agencies please.