**Title of Position:** Office - Library Worker

**Division/Department:** Haliburton Campus

**Job Duties**

* provide reception, telephone services and/or provide clerical support
* operate office equipment such as photocopier, fax machine, calculator, printer
* prepare and process information and documents
* distribute various information throughout the College
* assist in coordination of special projects, events, office activities and committee meetings
* provide assistance in library/bookstore
* answer telephone, screen callers, relay messages and greet visitors
* other duties as required

**Qualifications**

* well-developed oral communication and interpersonal skills to provide effective customer service in the work unit and to deal with difficult clients
* knowledge of general office procedures
* ability to use common office equipment such as photocopies, fax machines, etc.
* ability to exercise sound judgment in responding to inquiries and/or sensitive issues
* ability to communicate effectively and function as a team player

**Additional Information ie special equipment or travel**