



Northern Lights Library System

5615 – 48 Street Postal Bag 8 Elk Point Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca

Shipping Coordinator

Northern Lights Library System (NLLS) is currently seeking an innovative, collaborative and highly motivated individual for the position of Shipping Coordinator.

Elk Point is only two hours from Edmonton situated in a beautiful rural setting and surrounded by several larger centers within half an hour's drive.

NLLS, located in Elk Point, Alberta, serves a population of 174,450 people through the membership of 46 public libraries. NLLS and our partners, The Regional Automation Consortium (TRAC) shares Polaris; a leading-edge library software that brings numerous new possibilities to the way services are delivered to our members.

Reporting to Assistant Director, the Shipping Coordinator is responsible for the receiving, sorting and directing of all intra and interlibrary loans between member libraries and other libraries by preparing the van run, government courier and mail.

Specific responsibilities:

Will include, but not limited to, the following:

- Continues the flow of all van run, government courier and Canada Post materials
- Answering HelpDesk tickets
- Packing materials from NLLS for transfer
- Preparing and shipping bins for van run, government courier or mail and utilizing the appropriate tools
- Interlibrary loan bag maintenance
- Communicate using the appropriate method to supervisor or other libraries about issues that arise in the ILL area
- Maintain proper shipping labels
- Providing support to other HQ operations by:
 - Assisting the Bibliographic Services team as needed
 - Participating in cross-training; such as VDX, to ensure the efficient operation of NLLS
- And all other assigned duties

Knowledge Attributes and Skills:

- High school diploma
- Excellent communication skills (oral and written)



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- Strong analytical and organizational skills
- Proficient in computer applications
- Ability to work within time constraints and deadlines
- Library knowledge or experience and asset
- Physically able to lift boxes (50 lbs)
- Valid full driver's licence

This position offers a comprehensive benefit package and a regular work week consisting of 35 hours along with a generous vacation allowance. The salary range for this position will commensurate with experience and qualifications.

This position will be closed on the 20th October 2017, interested parties should submit a resume, including the name of three references to:

Heather Elliott
Bibliographic Services Manager
Helliott@nlls.ab.ca

We thank all candidates for their applications; however only those selected for an interview will be contacted.