



Library Labeling Technician

Backstage Library Works provides technical services to libraries, museums, and archives around the world.

Backstage Library Works is seeking qualified individuals for the position of Library Labeling Technician. This is a first shift, full-time (40 hrs./week), temporary position. Wages start at €7.00/hr. Benefits for full-time employees include paid-time-off and holiday pay. The project is scheduled to begin on Monday, March 11th, 2019 and estimated to be completed by Friday, August 2nd, 2019.

There are no part-time positions available at this time.

Job Description

Backstage Library Works has been contracted by the American School of Classical Studies at Athens to conduct the physical reclassification of its academic libraries. Technicians will be assigned sections from which to pull books, identify and verify the book's new call number label, apply the new label and sort, gather and shelve books into their new locations according to shelf-list order.

Technicians will be responsible for maintaining a steady rate of production while staying attentive to each detail in order to maintain project timelines and BSLW's high-quality standards.

Job Duties

- Transfer books from their shelves to book carts while maintaining call number order
- Identify and verify the correct new call number label for each individual book
- Apply new call number labels following prescribed company guidelines
- Gather, sort and shelve books in their new locations
- Report and track any data abnormalities or "problem items" following prescribed company guidelines
- Meet production and quality goals

Requirements

- High school/secondary school diploma or equivalent
- Fluency in the English language
- Ability to lift, push and pull heavy loads of books and crouch and reach to access books on bottom and top shelves
- Attention to detail and quality
- Ability to perform repetitive tasks productively
- Strong organizational skills
- Ability to learn new tasks quickly
- Ability to work independently
- Familiarity with basic computer skills and software
- Experience working with Windows based systems, word processing and spreadsheet programs
- Professional attitude

Preferred Additional Skills

- Experience working in a library
- Education in library science
- Post-secondary/college educational achievement

If you are interested in this position please send your résumé/CV and cover letter to Jacob Bastian, Project Manager, On-site Services at jbastian@bslw.com.

A background check and drug screening may be required as part of the hiring process.

Please DO NOT contact the American School of Classical Studies at Athens directly regarding this position.