



Alliance Française

*Kuala Lumpur*

## **AFKL Librarian Assistant**

To start from **17 September 2024**

### **Job description:**

- Advising the readers according to their requests
- Handling loans and returns
- Following-up delays, sending reminders and calling the late readers
- Keeping the library and shelves well-ordered
- Integrating new books (orders, donations) in the software and preparing them for the loan
- Participating in the annual library inventory
- Participating in projects linked to the library and animations such as storytelling, school visits, etc.

### **Requirements:**

- We are looking for a reliable and smiling person who likes books and to interact with people. You'll also have to like administrative work on the computer and be very methodical and well organised.
- French proficiency from A2+ level is required.

### **Working hours:**

- This is a part-time job, 3 days a week (preferably Saturday, Tuesday and Wednesday but other options can be considered).
- Tuesday to Friday: 10am to 6pm (break: 1pm-2pm)
- Saturday: 9am to 5pm (break: 1pm-2pm)

**Working place:** AFKL, Lorong Gurney, Kuala Lumpur.

**Send your CV and cover letter by applying with the form link here:**

<https://www.alliancefrancaise.org.my/about/careers/>