

Office Administrator

Tiverton Library Services seeks a detail-oriented office administrator to provide support to customers, boards, and staff. The ideal candidate has excellent customer service skills, knowledge of current office practices, and ability to use current technologies.

Duties include office organization, purchasing, accounts payable & receivable, run financial & statistical reports, contact vendors, organize files, maintain inventory and order supplies.

Assist with updating library web page, calendar and other online communications.

Other duties as requested by the library director.

Requirements: Excellent computer and organizational skills essential. Must be familiar with QuickBooks & MS Excel. Ability to interact with the public in a professional manner. Associates Degree required and at least three years of library or office experience.

Full job description available at www.tivertonlibrary.org

This is a 15 hour a week, non- benefited position. Salary is \$18.00 per hour.

Applications accepted until position filled.

Submit resume, letter of interest and three references to:

Ann Grealish Rust

Library Director

Tiverton Library Services

34 Roosevelt Ave

Tiverton RI 02878

arust@tivertonlibrary.org