



Due to an expansion of its practice, **URBIS** is urgently looking to recruit appropriately qualified candidates to fill the following posts:

## **PART-TIME LIBRARIAN**

The working hours are flexible (1 day per week during office hours)

### **Job Description**

- ◆ Manage the Library and in-house developed databases;
- ◆ Performing physical processing and relabelling of books, catalogues and other library materials;
- ◆ Assist in library collection management, circulation, shelving and shelf-reading;
- ◆ Support request to research materials and installation methodologies;
- ◆ Develop and maintain library of sustainable products and construction technology;
- ◆ Liaise with internal office staff and external suppliers, and
- ◆ Perform any other duties as assigned.

### **Requirements**

- ◆ Have a recognised degree or a professional qualification in librarianship;
- ◆ At least 3 years' experience in library-related work, preferably with experience in architectural / landscape firms;
- ◆ Proficient in the use of Excel;
- ◆ Mature, pleasant, self-motivated with a strong sense of responsibility and independence;
- ◆ A good command of written and spoken English and Chinese.

We offer competitive remuneration commensurate with candidate's experience and qualifications. Please submit your CV with expected salary by E-mail: [HR@urbis.com.hk](mailto:HR@urbis.com.hk) and attention to the **HR Department, URBIS Limited**, 11/F Siu On Centre, 188 Lockhart Road, Wan Chai, Hong Kong.

We thank all candidates for your interest in URBIS Limited, and regret that only shortlisted candidates will be notified.

*\*Data collected will be used for recruitment purposes only.*