



Administration Apprenticeship (Library Assistant) British Geological Survey

You will be working as part of a small team providing a professional library enquiry service to BGS staff and external visitors, and liaising with staff across BGS on library service provision and needs. You will be working with and helping to promote the extensive BGS library physical and electronic collections.

You should have experience of working in a customer-focused environment and have good oral and written communication skills. The post involves significant team working, therefore you should be able to work effectively with others and have good time management and organisational skills. Your day to day duties will be:

- To catalogue and edit records in the library management system OLIB
- To assist with providing a professional library enquiry service to BGS staff and external visitors; dealing with incoming library enquiries in person and by phone.
- To assist with the work on the BGS compliance with the RCUK Open Access Policy, and work with the institutional repository NORA (NERC Open Research Archive)
- To support internal colleagues and contribute to the effectiveness of the team.

Additional day to day tasks may also include; administrative duties, logging equipment in and out, printing, photocopying and other duties relevant to the role

For further details and how to apply, please click on the link below

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-162744>