

## **SENIOR LIBRARY ASSISTANT**

The Institute of Business Management, a widely recognized center of excellence in management education in Pakistan, is seeking applications from highly motivated and committed individuals.

The candidate will supervise the circulation section and ensure proper shelving of the books on daily basis. He/she will be responsible for the record maintenance and issuance of books, CDs, Audio Visual cassettes to members, display of periodicals and journals on the racks and overall discipline in the library. A Masters Degree in Library & Information Sciences is desirable and a minimum 2 years experience in a library of a reputed Institution. Candidates must have knowledge of library software and library management systems, with good interpersonal, communication, and IT skills..

### **SALARY & BENEFITS PACKAGE**

An attractive salary package will be offered depending upon qualifications and experience. Our standard benefit package includes: group life Insurance, hospitalization coverage under a group health policy, medical benefits for out-patient treatment, car/motorcycle loan and provident fund.

The Institute of Business Management is an equal opportunity institution. Applicants should send their resumes, along with a recent passport size photograph, latest by September 30, 2009. Only short-listed candidates will be called for interview.

### **Executive Director, Administration**

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