



Position Available Customer Service Manager

Customer Service Manager, part time, to work at Tredyffrin Public Library. 20-25 hours per week, including possible evening and weekend hours.

The Tredyffrin Public Library is seeking an enthusiastic, friendly, motivated person who enjoys working as part of a team. Candidate should function well in a busy environment, enjoy working with the public and have demonstrated excellent communication skills (verbal, electronic and written). This position is responsible for: educating staff about policies and procedures, scheduling service desk shifts and resolving customer service issues in an amicable and positive manner.

Beginning wage \$14 - \$17, depending on experience.

BA or BS preferred, prior significant experience in supervision and customer service required.

Strong computer skills essential, prior experience with an Integrated Library System is a plus.

Send resume to:

Gretchen Chamberlin
Assistant Director
Tredyffrin Public Library
582 Upper Gulph Road
Wayne, PA 19087

Or email: GChamberlin@ccls.org with subject line: Customer Service Position

EOE employer, Position open until filled.