



William B. Meyer, Inc. is a full-service logistics company that specializes in the relocation of libraries and archives on a national level.

We are seeking qualified individuals to assist in the relocation of collections & shelving at the Jamison Library at the Southern Evangelical Seminary & Bible College. This is a full-time, temporary position. The project will begin on or October 28th, with anticipated completion on or about November 6th.

Job Duties

- Pack books onto library carts
- Push library carts
- Un-pack and re-shelve collections
- Assist in the reconfiguration of library shelving

Requirements

- Must be punctual and reliable
- Must be authorized to work in the United States
- Must be at least 18 years of age
- Must be able to read, write and speak English fluently
- Ability to repetitively reach and bend to shelve books on top and bottom shelves
- Ability to lift up to 20 pounds

Preferred Additional Skills

- Experience working in a library
- Familiarity with library classification systems

Compensation

- \$17.00 per hour

Dress Code: Casual, closed shoes

Hours of Operation

- Monday – Friday, 8 am – 4:30 pm
- Paid Breaks: 15 minutes @ 10 am and 2 pm
- Unpaid Lunch: ½ hour at noon

<https://www.meyerlibrary.com/>