

Temporary Library Assistant, Investment Banking

This is a full-time, temporary position involving 60% technical services and 40% basic reference services.

Responsibilities

- Open mail, check in materials in Excel, and shelve.
- Search the Internet to determine latest Initial Public Offerings (IPO). Request copies of IPO prospectuses from companies.
- Receive weekly e-mail alerts and forward to internal group via e-mail distribution list.
- Fill requests for copies of reports via interoffice mail.
- Maintain periodical circulation records.

Required Skills

- Microsoft Excel, MS Word, e-mail (preferably MS Outlook).
- Familiarity with databases such as Dow Jones Interactive, Disclosure, LiveEdgar, Investext, Lexis-Nexis or Dialog Web.
- Familiarity with searching the Web.
- Highly organized.
- Excellent communication and customer service skills.