

Job Description: Trent Work Study Program Administrative Assistant



BIKE: The Peterborough Community Bike Shop
293 George Street
Peterborough, Ontario
K9J 3H3
www.communitybikeshop.org
(705) 775-7227

September 4, 2018

Position Overview

BIKE is looking for a detail oriented and fastidious student to support administrative tasks through the 2018/2019 school year. The Administrative Assistant will support BIKE's Executive Director and Program Coordinator in performing a variety of tasks related to inventory, database, and policy management.

BIKE offers educational programming about bicycle maintenance, repair, and riding. We have approximately 550 members who use our downtown bicycle repair shop to complete DIY bike repairs. This position is a unique opportunity to work at BIKE with little to no knowledge of bicycles! The ideal candidate for this position is adept at learning new software platforms, keen to dive into a spreadsheet, and enjoys creating systems to support organization.

Applicants *must* be eligible for the Trent Work Study Program.

Position Details

Terms: 5-6 hours per week. October 1 to April 23. \$14.00 per hour.

Start Date: Negotiable

Reporting to: Executive Director

Purpose of the Position:

- Support implementation of inventory management tools
- Perform member database maintenance
- Update policy documents as directed
- Implement tools and strategies for shop organization
- Support BIKE's administrative capacity

Position Details Continued

Responsibilities:

- Accurately update inventory database as directed
- Accurately update member list as directed
- Efficiently use Excel, Word, Lightspeed, and Mailchimp
- Communicate promptly and effectively with fellow staff and volunteers
- Implement labeling system as directed
- Other administrative duties as required

Qualifications:

- Typing speed of 35 words per minute or greater
- Demonstrated ability to complete detail oriented tasks
- Working knowledge of Excel
- Strong written communication skills

Assets:

- Previous experience with database management
- Previous experience with Lightspeed or Mailchimp
- A passion for bicycles
- A knowledge of anti-oppression principles
- Scheduling availability to work 5-6 hours per week on a single weekday

Supplementary Notes:

Physical Demands

Position requires work at a desk. The employee will be regularly required to access and input information on the computer and hard copy documents. The employee will need to occasionally ascend and descend stairs (at times transporting objects). In addition, the position requires the ability to communicate and exchange information in person.

Environmental Elements

Employees work primarily in an office adjacent to a workshop. The office has moderate noise levels and controlled temperature conditions. The workshop does occasionally expose employees to hazardous physical substances and fumes. Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.

Equal Opportunity

B!KE is an equal opportunity employer. Women, people of colour, LGBT persons, and people with disabilities are strongly encouraged to apply.

How to Apply

Please submit resume and one page cover letter in .pdf format to director@communitybikeshop.org by September 24th at 5:00 p.m.

Interviews will be held on September 28th