

# Job Description:

## Trent Work Study Program

### Administrative Assistant

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

September 16, 2020

#### Position Overview

B!KE is looking for a detail oriented student to support administrative tasks through the 2019/2020 school year. The Administrative Assistant will support online sales and perform a variety of tasks related to B!KE member engagement and inventory management.

B!KE offers educational programming about bicycle maintenance, repair, and riding. We have hundreds of members who use our downtown bicycle repair shop to complete DIY bike repairs. While knowledge of bicycle parts will make this role easier, it will require lots of research from the successful applicant. The ideal candidate for this position is a quick learner, comfortable working at a desk, and excited about the friendly environment here at B!KE.

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

#### Position Details

**Terms:** 10 hours per week. September 2020 to March 2021. \$14.00 per hour.

**Start Date:** Negotiable

**Reporting to:** Executive Director

**Purpose of the Position:** To support B!KE's administrative capacity, sustain and grow B!KE's member list, increase campus and community awareness of B!KE's services, and enhance B!KE's educational programming, while providing a workplace based learning opportunity for a Trent student.

#### Responsibilities:

- Manage our eBay store
- Update our member database and make reminder calls to expired members
- Stock inventory and notify head mechanic of low stock items
- Implement strategies for shop organization
- Other administrative duties as required

**Qualifications:**

- Self-directed individual
- Demonstrated ability to complete detail oriented tasks
- Strong written communication skills

**Assets:**

- Previous experience with bicycles and bike parts
- A passion for bicycles
- A knowledge of anti-oppression principles
- Scheduling availability to work 5-6 hours per week on two weekdays

**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](mailto:director@communitybikeshop.org) with the email title TWSP Admin Assistant.