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## Job Posting



# Bicycle Assembler

**Reports to:** Bike Shop Manager  
**Status:** Part-time, 20 hours per week (negotiable). Work hours are flexible.  
**Location:** Offices at 9305 111 Ave and 8001 102 St  
**Wage:** \$16/hr  
**Start date:** Immediately  
**Duration:** 26 weeks

## OBJECTIVE

The Bicycle Assembler will help Bike Edmonton provide bicycles to the public while sustaining Bike Edmonton's revenue stream by creating a steady supply of refurbished bikes for sale.

## QUALIFICATIONS

The ideal candidate will have:

- At least 1 year experience in recognized bike shop, or equivalent
- Familiarity with both older and modern bicycle componentry
- Positive attitude
- Good judgment in estimating how much time & effort input will be needed to get bikes in safe, reliable running order
- Demonstrated initiative, time management skills and ability to work with minimal supervision in a communal environment

## RESPONSIBILITIES

- Assemble, rebuild and repair bicycles donated by patrons
- Meet productivity guidelines
- Maintain accurate and up-to-date records
- Mentor, teach, & check work of volunteer bike mechanics during dedicated times
- Other duties as assigned

**BIKE**  
edmonton

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## ABOUT BIKE EDMONTON

Learn how to fix your bike and explore the city by bike. Buy a refurbished bike, or donate a disused one. Meet other cyclists, and help us advocate for a vibrant city.

Whether you ride a few times a week, 265 bike-friendly days a year, or year-round, Bike Edmonton gives you the tools you need to enjoy cycling. Established as a non-profit society in 1980, we operate two volunteer-run community bike workshops, provide training for children, youth and adults, host events with community partners year-round, and represent you at City Hall.

We work with children, youth and adults to make cycling accessible for everyone, because we believe that an Edmonton where anyone can choose to cycle is an Edmonton that's better for all.

## APPLICATION

To apply, please submit a brief cover letter and a resume to [jobs@bikeedmonton.ca](mailto:jobs@bikeedmonton.ca). Please include the job title in your subject line. Applications will be considered as they are received. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.