



## The Jumping Slug Community Cyclery – Hiring Service Writer!

*At The Jumping Slug Community Cyclery we strive to support the diverse bicycle needs of Port Alberni.*

We are seeking a community minded, bicycle enthusiasts to help meet the growing demand in our community. The ideal applicant would be an experienced Service Writer and competent mechanic.

### **Responsibilities:**

- Direct service department workflow – managing repair schedule and customers expectations
- Manage workorders including: ring through repairs, writing work orders
- Manage Warranties
- Assist with:
  - Sales as needed – installing racks, fenders and suspension set-up
  - assembling new bikes
  - smaller work orders

### **Necessary Skills:**

- Entry - Mid level mechanic skills to help with:
  - o diagnosing basic problems
  - o prioritizing repairs
  - o independently repair commuter, low-mid quality MTB's and road bikes
- Knowledge of service department parts, protocols and rates
- Time Management and Communication

### **Salary:**

\$41 600 – \$51 600/year - *based on experience*

Includes: 32-40 hrs work per week

5 weeks of holiday - 1 week April-Sept

- 2 weeks Oct-March

- 2 weeks for Winter Shut Down

5 sick/mental health days

To get in contact with us about working at The Jumping Slug please email: [applyjumpingslug@shaw.ca](mailto:applyjumpingslug@shaw.ca)

Accepting applications until Sept 17<sup>th</sup>. Only people selected for an interview will be contacted.