Parts & Accessories Buyer
This position is responsible for ordering parts and accessories (P&A) for all Hub Bike Co-op locations, and is part of the Ordering & Receiving (O/R) Department. It involves all aspects of P&A at the Hub from ordering, receiving, warranty, introducing new product, providing trainings, etc. It involves working with both service and front end staff to keep communication open about ordering needs and correct processes for inventory in our current POS system. They will also work closely with Small Parts and Components Steward. This is a full time, year round position with the expectation that 16-24 hours a week are spent on P&A tasks, with the remainder of the hours worked in the Front End department. This position qualifies as Level 4 of the wage scale.

Responsibilities:
● Order parts and accessories for all locations
● Work with the Apparel Buyer to complete orders for apparel
● Work with the Small Parts and Components Steward to complete the orders for small parts and components at Minnehaha
● Maintain the order book and annually provide training to staff on how to use it
● Return items to manufacturers or distributors that fall under warranty and have knowledge of manufacturers' warranty policies, work with Department Coordinators to keep staff educated on these policies
● Coordinate with service area for any parts that need to be ordered for repairs
● Forecast our needs to keep the floor stocked
● Coordinate with Front End Coordinators and staff to make sure old inventory is moved
● Maintain appropriate margins for parts and accessories and assure that any applicable budgets are being met
● Work to increase efficiencies in ordering and related tasks
● Prepare easy to read sales reports on parts and accessory sales and report to determine stock levels
● Receive product
● Note vendor errors on orders, and communicate with vendors to reconcile such errors on the Hub’s behalf
● Correct sku issues
● Stock product – on the sales floor, and in storage
● Organize overstock storage
● Send new product updates to staff
● Provide necessary product trainings to staff
● Maintain catalog in the Hub’s POS system, especially maintaining category and subcategory continuity
● Attend industry trade shows and report back to O/R about new product and trends

Desired qualifications:
● Experience in ordering, receiving and inventory work
● Organized and detail oriented
● Capable of prioritizing tasks and working independently and efficiently
● Ability to have candid conversations with co-workers and maintain an open and respectful work environment
● Minimum 3 year bike shop experience and/or sales


● Comfortable using Microsoft Excel and general knowledge of computers
● Experience with consensus decision making

Time Expectations
● 20-24 hours during the season, 16-20 hours a week during the off-season
● Additional shifts will be scheduled with the Front End Department to fulfill full-time hours
● Attend monthly General Meetings (1.5 hr/month)
● Must attend and report at monthly O/R meetings (1.5 hr/month)
● Attend bi-weekly Finance meetings (3-4 hr/month)
● Occasional overtime in peak season (March - September)

Compensation
● Starting wage between $15.75 - $17.25/hr, depending on experience
● PTO plus the flexibility to request additional unpaid time off
● Employee discounts on bike and product purchases
● Paid parental leave available after 1250 hours worked
● Option to apply to become a Worker-Owner after 1000 hours worked, which includes paid health insurance (equivalent to an additional $2-$4/hr, depending on plan) and annual patronage dividends