

**Bateman's Bicycle Company**  
**913 Bathurst St., Toronto**  
**batemansbikeco.com**

**Position Title: Communications Associate**

**Position Summary:** Bateman's is experiencing increased traffic through all our various communications channels so we have an immediate need for a Communications Associate. This is very much a customer facing position responsible for responding to all enquiries. Working closely with the Owner and General Manager you'll be part of a team but working independently with customers.

**Compensation:** \$15-25/hour

**Benefits:**

- Flexible hours.
- A friendly and inclusive work environment.
- Opportunity for growth.
- Bike demo opportunities.

**Examples of the Sales Associates responsibilities:**

- Primary responder to all phone and email enquiries.
- Following up on messages from, Tawk, Facebook, Instagram, etc.
- Responding to customer enquiries regarding orders and service.
- Booking Tune-ups.
- Maintain store tidiness.

**About us...**

We opened in the Annex on Barton Avenue in June 2008 with the goal of meeting the needs of Toronto cyclists and the desire to do so in the friendliest and most professional way possible. In 2012 we opened our 2000 sq/ft Flagship facility at the 913 Bathurst. In 2015 we moved our bike rental & spin studio into a new location across the street from our main store. We've just retrofitted that facility to be Toronto's largest Bicycle Service Centre. As avid cyclists, from mountain bikers to road racers, to commuters, to cycling enthusiasts of all shapes and sizes, we know what it means to be able to trust those that sell you and service your bikes.

**Application process:** [Complete Bateman's Online Application](#)