

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

Position Title: E-Commerce Specialist

Position Summary: Bateman's has experienced increased online purchasing and expects more for the coming years so we have an immediate need for an E-Commerce Specialist. The E-Commerce Specialist is responsible for all aspects of our website (Smartetailing) including the integration of the POS System (Lightspeed). Working closely with the Owner and General Manager you'll independently maintain the website and ensure everything from content to layout is updated and on point. In addition you will process all online orders all the way through to shipping including ordering from distributors.

Compensation: \$15- \$25

Benefits:

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

Examples of the E-Commerce Specialists responsibilities:

- Ensuring a smooth customer process through to cart.
- Process all on online transactions.
- Follow-up on orders with distributors.
- Contact shippers and ensure a smooth pick-up of items.
- Ensure the website has the most up to date items from Smartetailing for all brands and distributors.
- Ensure that all in stock items in Lightspeed are represented and available on the website.

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](#)