

## **The Bike Shop Calgary (Central Location)**

### **eCommerce Jr. Fulfillment and Shipping Associate – Full-Time**

**Job Location: 801 – 11 Ave. SW, Calgary AB**

#### **Company Overview:**

Our mission is to create lasting relationships with our customers, one phone call, email, and transaction at a time. We value our team, making sure we have the best. We appreciate new ideas and continuous improvement, inspiring others with our positive energy.

Come join us, and have a blast while doing it!

We are the largest multi-location independent bicycle dealer in Calgary and are rapidly growing our online business across Canada and beyond. We love cycling and love to share our passion for it with the vibrant cycling community around us.

Working at The Bike Shop will provide you with:

- A fun, challenging, and fast-paced work environment
- A chance to improve interpersonal skills
- The opportunity to build relationships with people who love cycling
- On the job training to ensure your product knowledge is up to date
- Opportunity for a fantastic employee discount

#### **Primary Focus**

The support of our eCommerce department with accurate picking of orders and timely shipping of products to our customers.

#### **Responsibilities**

As a Jr. Fulfillment and Shipping Associate you will be responsible for initially picking orders that have been placed and preparing packages for shipping to customers. A great candidate needs to be detail-oriented and able to avoid mistakes when completing certain processes many times throughout the day.

We provide initial training and continuous opportunity for improvement as our processes expand and grow with our business. A successful candidate will naturally learn about the cycling industry through personal initiative. Responsibilities also include the organization and merchandising of stock as well as assisting in eCommerce operations by making positive recommendations for new products and beneficial changes to eCommerce processes and procedures.

Prior knowledge of the cycling industry is not required.

#### **Job Qualifications**

- 1-2 years of previous order picking or shipping experience is an asset
- Experience with shipping modules like ShipStation an asset
- Comfortable with consistent workflow and tasks
- Positive, collaborative attitude
- Comfortable communicating and performing within a team environment
- Experience utilizing basic point of sale systems
- Strong written and communication skills
- Well organized with the ability to prioritize tasks
- Strong time management skills

If you are interested in this opportunity, please apply via e-mail to [jobs@thebikeshop.com](mailto:jobs@thebikeshop.com) or call the shop/apply in person. Only candidates being considered for interviews will be contacted.