

## **Job Description: Packaging, Assembly & Warehousing**

The Robert Axle Project and Old Man Mountain are growing bicycle component manufacturers and wholesalers located in Bend, Oregon. Be part of our growing business and take us to the next level! This is an entry level, full time, Monday through Friday position.

### **Areas of Responsibility**

#### **Product Packaging & Assembly**

- Coordinate the packaging of, and package, assembled products into finished goods.
- Clean and prepare parts, subassemblies, tools and materials and maintain an organized and clean work area to allow for efficient assembly process.
- Assemble thru axles using small power tools, hand tools and adhesives.

#### **Skills Needed:**

- Consistent dexterity and excellent attention to mechanical and technical detail while doing repetitive work for long periods of time.
- Ability to follow process and procedures to maintain excellent quality and efficiency.
- Ability to stand for long periods and lift 25 pounds on a regular basis.

#### **Warehouse Assistant**

- Physically maintain and organize parts and finished goods in warehouse.
- Assemble parts and products for packing orders for shipment.

#### **Skills Needed:**

- Ability to follow process and procedures to maintain excellent quality and efficiency.
- Excellent attention to detail.
- Ability to be organized and consistent.
- Ability to stand for long periods and lift 25 pounds on a regular basis.

### **We Value:**

- Reliable attendance and ability to maintain a set work schedule.
- The “hustle” factor. We are a small company with a tight crew. We get a lot done and we ship a lot of product. We value people who take charge, hustle and get things done in timely matter.
- Attention to detail and ability to produce accurate/consistent work.
- Ability to follow process and procedures to maintain excellent quality and efficiency.
- Positive attitude and open to learning, growing and improving capabilities.
- Independence. We appreciate you taking initiative to improve our systems.
- Problem-solving, prioritizing and multi-tasking ability.
- Willingness to jump in, take initiative, learn new skills and create new processes will be rewarded.
- The ability to confidently and efficiently use a computer with Microsoft Excel and Word, Gmail. Ability to learn additional programs such as inventory management software a plus.

### **Compensation & Benefits:**

- Competitive hourly wage.
- Additional reviews at 90 days, 6 months and again annually thereafter are based on performance.
- Additional benefits include: holiday pay, paid time off, health and vision insurance, retirement plan, bike parts stipend, company lunches, and more!

Email a resume and cover letter to [katy@robertaxleproject.com](mailto:katy@robertaxleproject.com)