



Production & Warehouse Associate

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 and package assembled products into finished goods, with 100% accuracy and quality.
- Clean, inspect, and prepare parts, subassemblies, tools and materials and maintain an organized and clean work area to allow for efficient assembly process.
- Assemble parts and finished goods 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 and sit for long periods, bend over, and lift 30 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 and sit for long periods, bend over, and lift 30 pounds on a regular basis.

Shipping and Receiving

- Pick, pack, process and ship orders, from small envelopes to large pallets.
- Receive and inspect parts and supplies as they enter the production shop and warehouse.
- Enter parts accurately into inventory software.

Skills Needed:

- The ability to confidently and efficiently use computer systems including Internet, Gmail, inventory software, shipping apps and printers.
- Attention to detail to ensure accuracy and maintain high quality of shipments.
- Ability to stand and sit for long periods, bend over, and lift 30 pounds on a regular basis.

Overall Requirements:

- High school diploma, trade, or business school equivalent.
- 2+ years in a production/warehouse/inventory environment preferred.
- Attention to detail and ability to produce accurate/consistent work is critical. Do not apply if you are not truly detail focused.
- 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 are people who take charge, hustle and get things done in timely matter.
- Ability to follow, and create if needed, work instructions, processes and procedures to maintain excellent quality and efficiency.
- Ability to stand and sit for long periods of time, use your hands all day, bend over to pick up things, and lift 30 pounds on a regular basis, while also following all safety protocols.
- 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 basic Microsoft Excel and Word skills, Gmail, and Internet. Ability to learn additional programs such as inventory management software a plus.
- Experience driving a forklift is a plus.

Culture:

We are a small company growing with people that are passionate about getting our work done well, so we can go play outside. We have a bright, clean and efficient shop with great music. We are a cycling company. Our products are designed and built here in Bend by cyclists for cyclists. You don’t have to be a cyclist to do this job! But if you are, you will enjoy the benefits of working with fellow cyclists and contributing to the cycling industry.

It’s important that we ALL ride together. We believe that success thrives on diversity and we aim to encourage and empower all employees, customers, vendors and partners of all backgrounds including, but not limited to, race, color, ancestry, religion, sexual orientation, gender identity, age, citizenship, disability or veteran status. We do not stand for hate, bigotry, or discrimination in any form.

Compensation & Benefits:

- Starting wage at \$19/hour.
- Additional reviews at 90 days, 6 months and again annually thereafter are based on performance.
- Additional benefits include:
 - 8 paid holidays.
 - Accrual based paid time off.
 - Health and vision insurance.
 - 401k retirement plan with company match.
 - Quarterly bike parts or tools stipend.
 - Employee discounts on bike parts and gear.
 - Membership to a Community Supported Agriculture program.

Please send cover letter and resume to katy@robertaxleproject.com