



## **Production & Warehouse Associate**

The Robert Axle Project and Old Man Mountain are growing bicycle companies located in Bend, Oregon. We pride ourselves on being a small but mighty Made in USA company. We're a tight team of ten, we get a lot done and have fun while we're at it. Our success is rooted in the integrity of our product, and in our integrity in relationships with our customers, employees, partners, suppliers and peers.

We are looking for a stellar team member to work in our light assembly production shop and warehouse. You will be responsible for cleaning, sorting, assembling and packaging products, maintaining a warehouse, inspecting parts and shipping.

This is a 40-hours a week, Monday through Friday position, from 8am to 4:30pm. After proven reliability, we offer some flexibility in schedules.

### **Primary duties:**

- Assembling and packaging complete products using inventory parts and hand tools.
- Using quality control measures to keep accurate counts and quality products.
- Picking and packing orders.
- Shipping orders.
- Inspecting parts from our vendors.
- Assisting with general facility maintenance, regular cleaning and safety protocols.

### **What your day looks like:**

- You arrive at 8am and check the manufacturing orders for the day.
- You work at your standing station, assembling products using small power tools, hand tools and adhesives, with 100% accuracy.
- You maintain a clean working environment with no distractions and you build your quota of orders for the day.
- You may then pick and pack an order for one of our large distributor customers.
- You may ship a large volume of our website orders, using our shipping app on the computer.
- In the afternoon, you'll spend a few hours packaging products, inspect incoming parts, or restock the inventory shelves.
- One day a week, you might help with assembling shelves, changing lightbulbs and HVAC filters, or other light facility upkeep.
- Other tasks include cleaning parts, printing packaging, preparing pallets for shipping or restocking and cleaning the bathrooms or break room.

### **You are a good fit if:**

- You have excellent attention to mechanical and technical detail and can maintain accuracy and quality while doing repetitive work for long periods of time.
- You have the ability to recognize differences in small parts, such as bolts, screws, washers and nuts.

- You are able to accurately and directly follow directions, procedures, work instructions and standard operating procedures.
- You are able to double or triple check quality if needed.
- You can count and do basic math.
- You can sit and stand for long periods of time, bend over, move freely through the warehouse, and lift 30 pounds on a regular basis.
- You have consistent dexterity with your hands.
- You are able to use basic computer programs such as email, Internet, printers, Microsoft software. Experience with inventory or shipping software is a plus.
- You have at least 2 years working in light assembly, packaging and warehouse work.
- You are reliable and can maintain a set work schedule.
- You have a “hustle” factor. We are a small shop with a tight crew of people who take charge, and get things done.
- You have a positive attitude and you are willing to learn and improve your skills and capabilities.
- Experience driving a forklift is a plus.

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 in a great location with great music. We pride ourselves on high quality premium products, excellent customer service and clean efficient operations.

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.
- Initial review at 90 days, 6 months and again annually thereafter are based on performance.
- Additional benefits include:
  - Competitive salary.
  - Paid vacation time.
  - Eight paid holidays.
  - Medical and vision insurance.
  - Employer matching 401k plan.
  - Annual membership to organic produce subscription.
  - Bike parts stipend and access to discounted bike parts.
  - Occasional taco lunches.
  - And more!

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