

**UNIVERSITY OF MANITOBA STUDENTS' UNION**  
**UMCYCLE COORDINATOR**  
**ONE YEAR TERM**

University of Manitoba Students' Union (UMSU) is a non-profit organization which advocates on behalf of its memberships' best interests to internal and external stakeholders. Our primary objectives are to serve students and strive to enhance student life and the quality of education through consultation, representation and advocacy.

**Position Summary**

This is a one term position (with the possibility of renewal) within the operations of UMSU. Reporting to the Manager the coordinator is responsible for day to day store operations, training new staff, assisting staff, ordering of new parts and inventory as well as, managing the overall success of the business. In addition, the incumbent will be responsible for keeping the premises safe and clean for workers and customers. This position operates on a full time basis Monday - Friday from 8:30am - 4:30pm.

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**Skills and Qualifications**

- Experience repairing bicycles – installation and repair of all systems of the bike (brakes, drive, steering, wheels, accessories) as well as experience with bicycle fitting;
- Organize and facilitate bicycle workshops on safety & riding skills, repairs and maintenance;
- Recruit and coordinate volunteers for the kiosk and workshops;
- Organize events such as bike builds, group rides, tours, and riding buddy programs for campus and community;
- Accepting incoming shipments, verify against ordering invoices;
- Oversee the work of service attendants to ensure excellent service delivery;
- Oversee service policies and procedures, concentrating on service excellence;
- Assist customers in choosing the right bikes and accessories by providing expert opinion;
- Create work orders for repair and maintenance offerings;
- Ensure that all service processes are quickly and efficiently carried out;
- Oversee thorough and accurate bike building and accessory installation work;
- Create and maintain liaison with vendors and dealers in order to ensure quick delivery of parts and accessories;
- Oversee bike and accessories inventory, and communicate low stock situations to manager;
- Supervise shop support staff to ensure continuous cleanliness and maintenance of the premises;
- Take responsibility for opening and closing the bike shop in a timely manner;
- Assist in ensuring proper daily operations of the shop including order supplies, sales and high-quality customer management;
- Equivalent combination of experience and education may be considered.



University of Manitoba  
**STUDENTS' UNION**

UMSU promotes Employment Equity and is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of the underrepresented group (woman, Indigenous person, a person with a disability or a visible minority).

We offer competitive benefits package and pension plan. We wish to thank all applicants in advance for their interest; however, only those applicants considered will be contacted for an interview. Please provide a cover letter, resume, and three (3) professional references and identify how you meet the desired qualifications listed by **May 23, 2023** to:

The Human Resource Department, 101 UMSU University Centre, Winnipeg, Manitoba, R3T 2N2, or email to: [hr@umsu.ca](mailto:hr@umsu.ca)