

## **Cycle Hub – Bike Maintenance Apprentice**

The apprenticeship position with the 'Hardie Cycle Hub' is a 30 hours per week for the duration of one year. The successful applicant will receive expert cycle maintenance training from Cytech.

Cytech is widely regarded as the leading international accreditation scheme for bicycle technicians.

Successful applicants will be expected to deliver the following:-

- Ensure standards are delivered in cycle maintenance work and customer requests are met where possible
- Provide excellent customer service, ensuring customers are kept informed and repairs expedited in a timely manner
- Maintain a clean and safe work place reporting all health and safety, legal and security issues
- Manage volunteer activities within the Cycle Hub

Daily activities include:-

- Stock control process
- Customer contact
- Price and structure sales
- Manage incoming communications and disseminate information
- Marketing activities, via social media and proposed promotional activities
- Point of sale records
- Online orders and deliveries

The successful applicant will need to have a tenacious approach, with the ability to research and learn information, communicate well and compile information in a logical manner.