



Assembly Assistant

Forbidden Bike Company – Cumberland, BC

POSITION OVERVIEW

Forbidden Bike Company is looking to add a part-time or casual **Assembly Assistant (AA)**. Our ideal candidate will have knowledge/passion for the mountain bike industry and ability to work in a busy warehouse environment.

Reporting to the **Operations Manager and working closely with the Assembly Technician Lead**, the AA will play a key role in ensuring Forbidden continues to provide top-quality product to its customers. You will be available to work during normal business hours Monday through Friday and part-time or casual work schedule can be arranged with the suitable candidate.

This position is based in the Comox Valley.

The expected wage for this position is \$20.50/hr.

Responsibilities include (but are not limited to):

1. The AA reports directly to and is supervised by Operations Manager.
 - a. Working safely at all times and reporting any safety concerns to the Operations Manager and/or FBC General Manager.
 - b. Working in a professional manner at all times when representing FBC.
 - c. Attending staff meetings as required.
2. Supports the Assembly team with Forbidden frame and complete bike assembly.
 - a. Performs prep work and subassembly components prior to the final assembly.
 - b. Prepares work to be accomplished by studying assembly instructions and work orders.
 - c. Gathering all the required parts and subassemblies, tools, and materials.
 - d. Assembles components by examining connections for correct fit under supervision of Assembly Technician.
 - e. Performs quality control checks by verifying specifications, measuring completed components and performance feel.
 - f. Inspects and maintains assembly tools and workspace to ensure safety and optimum working conditions.
3. Maintaining and organizing the FBC warehouse and storage locations in order to maximize efficiency and workflow.
 - a. Organizing assembly space to ensure ease and accuracy of workflow.



- b. Maintains safe and clean working environment.
- c. Keeps equipment operational by completing preventive maintenance requirements.
4. Other projects and tasks as may be assigned by the Operations Manager (in agreement with the AA), including but not limited to:
 - a. Assisting with packaging and shipping.
 - b. Other reasonable tasks as needed.

REQUIREMENTS/QUALIFICATIONS:

- 1+ years experience working in a mechanic (or similar) capacity in the bike industry is an asset.
- Strong mechanical knowledge and ability as relates to assembly and quality control of bicycle frames.
- Great attention to detail, providing care and craftsmanship during the assembly process.
- Very organized and strong time management skills, ability to manage multiple projects and support other projects as required.
- Strong knowledge of the mountain bike industry is an asset.

HOW TO APPLY

Please submit a cover letter and resume via email to: employment@forbiddenbike.com

Applications will be received until 3pm February 9, 2024. Only those shortlisted will be notified. We look forward to hearing from you!

Some benefits to working at Forbidden Bike Company include:

- Staff discounts on Forbidden Bike Company products including mountain bikes
- A culture of work/life balance and lots of time spent on trails
- Opportunity to enjoy Cumberland and the extensive local trail networks and great mountain biking community