

E-Bike Assembler

NL Scooter & Power Bike Company is on a mission to get people riding electric bikes built for everything and priced for everyone.

NL Scooter & Power Bike Company is an awesome place to work, with amazing benefits for all employees. We build only products we love; we are customer driven, provide incredible hospitality to our customers, and change the world by getting more people on bikes. When you're on our team, you're taken care of, encouraged to learn and grow, and given lots of opportunities to do so. Give us your best, and we'll give it right back!

About the Position:

We are seeking a part time Electric Bike Assembler to join our team in our Mount Pearl, NL location. If you enjoy working in a collaborative environment and are looking to be a part of a dynamic team, this might be the role for you! This is an entry level position for someone who is a bike enthusiast, and who wants to learn something new (we will train), and be a part of the booming Ebike industry. You will work directly with Service Managers to develop quality bicycle builds meeting company standards and expectations. Experience with bikes (whether working with your own and/or in a formal work setting) is an asset but not mandatory.

We are looking for the following:

- Good communication skills, friendly attitude and interest in working with our team and e-bike customers
- Ability to work quickly in a fast-paced team environment and adapt where necessary
- Technical aptitudes supported by strong problem-solving skills
- Ability to quickly learn important factors related to bicycle building
- Ability to interpret and follow assembly instructions
- Efficiently complete daily work tasks and meet scheduled timelines
- Assist in proper inventory management to ensure that the sales staff are supplied accurate information regarding the currently built product.
- Willingness to inspire and educate others about the product and lifestyle we are passionate about

Applicants must present well and conduct themselves professionally. Part time hours are available from May to the end of June, including some evenings and weekends. With good performance, there may be an opportunity for continued full time employment during July and August.

Please email your resume and cover letter in **one PDF file** by 4:00pm, on Monday, April 4, 2022 to:

Ms. Tania Evans-Doyle
Manager, NL Scooter & Power Bike Company
123 Main Street
Mount Pearl, NL A1A 1A1
jobsearch@skillscanadanl.com

Guest Service Agent

Avalon Coastal Waterway Tours is an established company that is passionate about St. John's and surrounding areas scenic landscape, unique waterways and natural history including our Indigenous First Nations Coastal waters. We want to share our love of the outdoors with locals and tourists from around the world! We have a fleet of over 25 jet skis, 40+ paddle boards and kayaks as well as two tour boats. We offer rentals and lessons; and want to provide our customers with a memorable adventure and experience!

We are looking for a Guest Service Agent to greet and assist our customers. We are continuously expanding and adapting so we are looking for applicants who are flexible, adaptable, organized and hard working. This position is the face of customer service for our company as you are the first person they meet and speak to. We are looking for someone who brings enthusiasm, creativity, and organizational strength to be a part of our great team!

The position will include the following responsibilities & skills

- Excellent customer service skills
- Clear and professional communication skills to address the following
 - Welcoming visitors while assisting them with questions or tour preparations
 - Prepping guests with appropriate forms and procedures, including COVID Safety protocols
 - Responding to emails and reservations
- Assisting with the administration of tour reservations and rentals
- Possesses digital skills to support marketing through Social Media
 - Posting approved promotional information/ images on social media platforms, company website
 - Accurately updating online marketing materials
- Ability to collaborate with our team as well as work with minimal supervision when required
- Ability to multitask and prioritize
- Ability to problem solve where necessary
- Continuously learn about our company, procedures, and the services we offer

Come join our team if you can see yourself in this position! Applicants must present well and conduct themselves professionally. Part time hours are available from May to the end of June, including evenings and weekends. With good performance, there may be an opportunity for continued full time employment during July and August.

Please email your resume and cover letter in **one PDF file** by 4:00pm, on Monday, April 4, 2022 to:

Ms. Tania Evans-Doyle
Manager, Avalon Coastal Waterway Tours
123 Harbour Street
St. John's, NL A1A 1A1
jobsearch@skillscanadanl.com