



## **Portland Gear Hub Inventory and Ordering Coordinator**

### **Full-Time Position**

#### **About the Portland Gear Hub**

The Portland Gear Hub (PGH) is a non-profit outdoor gear and bike shop powered by Ketcha Outdoors, a year-round youth outdoor education center. Our mission is to get more youth and adults outside and active by increasing equitable access to affordable, reliable gear.

We maintain a large selection of refurbished bikes for sale, as well as outdoor gear, XC Ski equipment, and new and used bike components. Our retail sales help us sustain educational programming at the Gear Hub Bike School and at Ketcha Outdoors.

#### **About the Position**

The Inventory and Ordering Coordinator at the Portland Gear Hub is a full-time position, (32 –35 hours/ week) that reports directly to the Gear Hub Director and works closely with the entire staff.

The primary responsibility of the Inventory and Ordering Coordinator is to manage and maintain our new inventory supply at the Garage and Bike School, including components for bike builds and service, as well as appropriate merchandising for the retail floor.

The Gear Hub is a cooperative and fast-paced work environment that necessitates multi-tasking and flexibility. PGH employees work together with volunteers to serve a diverse population of customers and program participants. This position will be based out of our retail location at 155 Washington Ave, Portland. Occasional shifts may include travel to the Bike School, and seasonally to our XC Ski Rental Hut in Oxford, ME.

#### **Responsibilities**

- Maintain appropriate inventory levels at the Retail Garage and Bike School and coordinate with the Service Manager and Program Coordinator.
- Prepare pre-season orders and Program Buy-ins for select inventory
- Analyze inventory and sales reports, working closely with the Gear Hub Director to meet seasonal and yearly budget goals.
- Maintain up-to-date records of cost, stock levels, and retail pricing
- Perform periodic spot inventory counts, co-lead a full inventory count each year with the whole staff, and support the Gear Hub Director and Ketcha Outdoors Finance Director for the Annual Audit.
- Provide high quality, welcoming, and respectful customer service
- Contribute to bike builds for retail and programs and perform bicycle repair service to the standards set by the Service Manager.
- Keep the order receiving and work area clean and process new orders in a timely manner. The Gear Hub is a small and shared space!
- Availability to work Saturdays is a must.

- Other duties as assigned.

### **Desired Qualifications**

- 1-2 years of experience in an ordering/ inventory role
- A general understanding of the bike and outdoor industry
- Strong preference for bike mechanical experience
- Attention to detail
- Familiarity Microsoft Office Suite, especially Excel
- Familiarity with Lightspeed point of sale a plus
- A willingness and ability to learn new skills in a constantly evolving industry.

### **General work environment and physical demands:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- The noise level in the shop work environment is usually loud.
- This position requires periods of sitting, standing, walking, stooping, bending and lifting.
- Ability to reach with hands and arms, and talk and hear.
- Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.
- This position requires typing, reading and writing emails, and other related computer work.
- The employee is regularly required to use hands and fingers.
- May require driving to meeting and offsite locations in personal car.
- May require lifting up to 50 pounds.

### **Team Responsibilities**

As with all members of our team, this position is expected to assist in customer service, donation processing, bike repair, maintaining shop cleanliness and organization, and to participate in general shop and program operations.

### **Compensation:**

Commensurate with experience, combined with a comprehensive benefits package.

### **Benefits:**

- 80% employer-paid health insurance plan
- 100% employer-paid dental and vision plan
- 20 paid vacation days and 10 paid holidays
- Simple IRA plan with a 3% match when criteria are met
- Staff discounts on Ketcha programming, bikes and outdoor gear

Ketcha Outdoors is an equal opportunity employer. Due to the vulnerable nature of the people we serve we require a background check and vaccination/boosters for COVID-19.

**To Apply:** Please submit a resume and 3 references to Liz Tully at [ltully@ketchaoutdoors.org](mailto:ltully@ketchaoutdoors.org) Ideal start date is in June, 2024