



Title: Administrative Assistant

Reports to: CEO

Type of Position: Part-time, hourly non-exempt.

Schedule: Monday - Friday, estimated 15 hours/week

Salary: \$15/hour

Summary:

Bicycle Transit Systems (Bike Transit) aims to be the global leader in bike share system implementation and operation. Leveraging over 25 years combined experience of our staff in sustainable transportation, Bike Transit brings a new approach to the planning, implementation, and operation of bike share systems.

Under the guidance of the CEO, the person will be responsible for assisting with ongoing management of the Indego and Central Bike Share offices. The two offices are located approximately 1.5 blocks from one another in the Olde Kensington/Fishtown neighborhood. In particular, the Administrative Assistant will be responsible for assisting with office supply management and procurement. In addition, they will provide support on other administrative tasks including greeting clients and vendors, calendar management, mail management, filing, and general "housekeeping", as required. In short, this person will be responsible for making sure the Bike Share offices runs smoothly.

Duties and Responsibilities

- Greeting clients and vendors.
- Facilities calendar management.
- Manage the process of ordering office supplies; tracking, forecasting and maintaining stock levels of office supplies.
- Attend weekly meetings with the General Manager, as assigned.
- Provide administrative backup support to all staff including filing, scheduling meetings and travel, HR support, and data entry.
- Assist in dispatch and receipt of deliveries and mail.
- Other duties as assigned.

Requirements

- Outgoing and highly personable.
- Requires strong communication skills.
- Experience in Word, Google Calendar, Google Applications, and the ability to learn new software.
- Ability to organize multiple projects, manage different personalities, and demonstrate calm under pressure.
- Self-starter who rises to the challenge, with proven ability to create and implement efficient processes.
- Demonstrate strong organizational skills while adapting to changes in the work environment.
- Dependability and timeliness.

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- Be able to exercise sound judgment and discretion.
- Pay attention to confidentiality of business data and personal information of employees and executives.
- Excitement and interest in bike sharing a plus.
- Positive attitude and sense of humor, a must!
- Stand and walk for extended periods of time.
- May require bending, stooping, lifting up to 30 pounds.

To Apply:

Applications must include a cover letter, a brief outline of your ability to meet the qualifications, and your current resume. All applications must be completed [here](#). Our online application is required in order to move forward in the selection process.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Equal Opportunity Employer M/F/V/D

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