



Finely Tuned Ride  
Upper Buildings  
Urchfont Garage  
Urchfont  
Devizes  
SN10 4QH

### **BICYCLE SHOP - ADMINISTRATIVE ASSISTANT**

Location: Urchfont, Devizes, with ability to work from home  
Salary: Dependent on experience  
Hours: Flexible 10-15 hrs/wk  
Closing date: 22/05/15

Finely Tuned Ride (FTR) is a growing small business, primarily providing bicycle maintenance services to the local community, but also external event support and maintenance tuition. FTR has provided past support to an ex-Olympic and Commonwealth Cross Country mountain biker, an international Downhill team, a domestic Cross Country team and several domestic individual road and mountain bikers.

Due to expansion of the FTR shop and associated increased sales offerings, an opportunity has arisen for an Administrative Assistant to join the FTR team. This individual will be key to ensuring FTR's online presence is current and maintained, as well as assisting with the generation of quotations, dealing with supplier invoices and other such administrative tasks.

The successful individual will have excellent communication, organisational and interpersonal skills. Ideally, they will be proficient in website management (Wordpress) and knowledgeable of the cycling industry, however training may be provided for the right candidate.

To apply for this vacancy please send a CV and covering letter to:

[info@finelytunedride.co.uk](mailto:info@finelytunedride.co.uk)

or

Finely Tuned Ride  
Urchfont Garage  
Urchfont  
Devizes  
Wiltshire  
SN10 4QH