

Job Posting

Job Title	Full time Human Resources Assistant
No. of Positions	1
Organization	Coco Fresh Tea & Juice
Division	HR - Office Warehouse
Location	18426 105 Ave NW, Edmonton AB, T5S 2R2
Job Description	<p>INTRODUCTION: Coco Fresh Tea & Juice has become a global brand in the bubble tea industry. Not only does our company provide drinks to people but also supports students, where they can apply their academic knowledge in real-world settings. We are looking to hire 1 Human Resource fresh student or recent alumni, starting in May.</p> <p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Type and proofread correspondence, forms, and other documents• Working closely with the HR team to effectively coordinate and administer HR policies, programs, and procedures ensuring processes are effectively planned, coordinated, and communicated.• Use Microsoft Word, Excel, and Google productivity applications for effective document creation and data management.• Assisting the recruitment team with the recruitment process including job postings, resume screening, and interviewing.• Tracking the attendance of employees and their use of vacation and sick days
Job Requirements	<p>QUALIFICATIONS</p> <ul style="list-style-type: none">• Basic computer and technology knowledge such as Microsoft Excel, Word, Quick Books, PowerPoint.• Own vehicle and a valid Class 5 driver's license.• Demonstrates reliability, punctuality, and a high level of professionalism in all aspects of work.

	<ul style="list-style-type: none"> • Capable of working effectively under pressure. • Basic security clearance and criminal record check.
Salary	\$18.00/hr
Hours per week	Full time, May-August 35 hours/week Total of 480-640 hours
Start Date	05/06/2024
Application Method	Email(cocoyeghiring@gmail.com)
Application Deadline	03/25/2024
Additional Information	Proficient communication in English (both verbal and written) is required

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