

Job Title	Inventory Assistant
No. of Positions	1
Organization	Coco Fresh Tea & Juice
Division	Edmonton 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 Inventory management fresh student, starting in May.</p> <p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Participate in all aspects of the shipping/receiving/inventory functions, accountable for accurate daily completion of all receiving, shipping, inventory control and administrative requirements. • Order materials and track material delivery and inventory. • Analyze previous projects and report on scope-specific information. • Assist other departments in developing processes that improve the data flow between that department and estimating. • Management and maintenance of the warehouse.
Job Requirements	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Must be reliable, punctual, and professional. • Comfortable with Microsoft Excel and Word, able to learn some basic software programs that we use for estimating and document tracking. • Ability to work under pressure, sitting, and attention to detail. • Own vehicle and a valid Class 5 driver's license. • Basic security clearance and criminal record check.
Salary	\$18.00/hr

Hours per week	Full time, May 35 hours/week Total of 480-640 hours
Start Date	05/06/2024
Application Method	Email (cocoyeghiring@gmail.com)
Application Deadline	03/25/2024

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