

Intern - Human Resources

About us:

FreshFind began during the pandemic as a platform for farmers markets to modernize their operations and do e-commerce. We currently offer tools for online e-commerce, professional services, and an online marketplace for local vendors of all kinds across Canada. We are on a mission to empower amazing local, independent producers to make their passions & creations more accessible.

What is the main goal for the project?

The Human Resource Intern will help support a variety of Human Resource programs and procedures to improve the strategic use of human resources for our team. Assist different teams in managing performance improvement, recruitment.

Responsibilities:

To accomplish this, we expect that you will:

- Reorganize job posts, reviewing resumes
- Guide new team members with their onboarding journey
- Update employee database logs
- Foster positive employee relations and effectively manage employee relations issues
- Assist with planning new employee orientation meetings
- Develop strong working relationships with post-secondary schools

Qualifications:

- Strong written communication skills
- Time management
- Team collaboration
- Strong attention to detail
- Proficiency in MS Office and database management is considered as an asset

What support will you receive in completing the project?

You will work closely with the Team Lead who is supervising and available for questions. This will also include occasional progress meetings where adjustments to your tasks and duties can be made if necessary.

Job Type:	Internship / Co-op (Full-Time Preferred)
Contract length:	3 months or more
Location:	Remote
Schedule:	20+ hours per week, Day shift or afternoon shift
Education:	Secondary School (preferred)