

Job Posting

Description:

LlamaZOO Interactive is an award winning early stage startup that has set its sights on revolutionizing education by developing an e-learning platform that delivers interactive 3D content, married with gamification, and learning techniques based on cognitive neuroscience. Our edTech platform allows students to study through interactive 3D content, and provides educators powerful tools to give more engaging lectures. We're growing, and looking to hire an Office Coordinator to join our team.

What to expect:

- Innovative fast-paced startup company;
- Close-knit team composed of high performers;
- Playful and light hearted environment;
- Opportunity to play with and develop for new cutting edge technology in AR/VR/MR
- Great office space in the heart of beautiful Victoria, B.C.;
- Sunny summer rooftop patio fully equipped with BBQ and bar;
- Cool employee lounge with gaming consoles, an arcade machine, stocked with a variety of snacks and drinks at our disposal;
- Team lunches and activities.

If you are a Llama with the stamina to keep up with our busy team, send us your resume and cover letter and join the ZOO to push the boundaries of what is possible in education and interactivity!

Responsibilities:

- Manage hiring process by posting job openings and conducting interviews
- On-board new recruits
- Create and execute initiatives to maintain and improve corporate culture
- Organize company events such as retreats, lunches, and team building sessions
- Arrange travel details for business trips
- Perform administrative tasks such as maintaining files, records, and office supplies
- Manage the employee payroll

*Duties and responsibilities outlined above are representative, but not all inclusive.

Qualifications Requirements:

- Associate degree in business or related field (Bachelor's degree preferred)
- Previous experience in an office coordinator or human resources role
- Strong verbal and written communication abilities
- Ability to multitask and manage time efficiently

Additional Info:

Job Location: Victoria, Canada, Hours Per Week: 40, Job Sector: Administrative and Clerical, Additional Documents (preferred): Cover Letter, Experience Level: Graduated with an Undergraduate Degree