



Purchasing & Inventory Assistant

Location: Annacis Island, Delta

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen foods throughout Western Canada and the United States. As a Unilever Master Distributor, TransCold provides exclusive access to the most recognized and popular ice cream brands and frozen goods in the world including Good Humour, Breyers, Magnum, Klondike, Ben & Jerry's, Popsicle and many more ice cream brands. The company also sells and distributes dry goods in addition to frozen goods.

With over 200 employees, TransCold is growing rapidly and looking for talents. We are seeking a full-time Purchasing & Inventory Assistant to join our team. Reporting to the Purchasing Manager the appointee will have the following duties and responsibilities:

- Purchase and manage inventory on stocked items
- Create purchase orders, enter and update tracking information, monitor shipment status and receipts, schedule docking times (loading and unloading)
- Maintain and update inventory data
- Inventory analysis
- Investigation and reconciliation of inventory discrepancies
- Transferring items between multiple warehouse locations
- Contact with suppliers regarding shipping damages
- Quality control and products requests
- File maintenance, product SKU creation and other updates
- Process Special Order requests

Required Skills & Qualifications

- Post-secondary education with courses related to Purchasing or equivalent training and experience. Enrolment in and working towards accreditation of SCMP by PMAC or equivalent is desirable
- 3-5 years' relevant experience in Purchasing and Inventory Control
- Intermediate to advanced computer skills with experience in using automated inventory management and procurement systems
- Effective verbal and written communication skills
- Ability to make sound purchasing decisions
- Enjoy multi-tasking and in a fast-paced environment

To be considered for the above opportunity, we invite you to send a cover letter and an up-to-date resume by replying to this ad.

We thank all candidates for applying but only those selected for interview will be contacted.