



Office Assistant (1 Year Contract)

Location: Calgary, AB

About Us

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.

TransCold Distribution also offers a variety of storage and warehousing consolidation services at our first-class facilities for both frozen and dry goods. With multiple locations throughout British Columbia, Alberta, Washington State, Oregon and Southern California TransCold Distribution has the logistical reach to supply all regions across Western North America.

The Opportunity

With over 200 employees, TransCold is growing rapidly and looking for talents. We are seeking a full-time Office Assistant to join our Operations Team in Calgary. This is a one (1) year contract position. Reporting to the Accounts Receivable Manager with dotted line reporting to the Operations & Fleet Manager this role will be responsible for the following:

Accounts Receivable

- Timely AR collection and reconciliation for several accounts throughout Western Canada
- Updating of customer account information in Accpac
- Deactivation and reactivation of accounts
- Conducting credit reference checks for terms approval

Administration

- Providing administration support including data entry and the preparation of various reports- Deposit Report, Driver's Report, Mileage Report, Driver's Log Sheets, Pick tickets and Invoices
- Freezer asset management including freezer deliveries and exchanges and repair and decommission requests.
- Reception duties

Required Skills & Qualifications

- Post-secondary education or equivalent
- 1-2 years relevant work experience as Office Assistant
- Accounting experience is a plus
- Highly proficient in using Microsoft Excel, Word and other Microsoft Office applications

- Excellent attention to detail
- Effective verbal and written communication skills
- Exceptional work ethic and positive team attitude

As a member of the TransCold team, you can expect

- A great group of team members to work with!
- A dynamic, fast paced work environment and a company that truly cares about its employees
- Opportunities for career development so you can grow with us
- Comprehensive benefits package and industry competitive wage
- An organization that supports community groups and the environment

How to apply

To be considered for the above opportunity, we invite you to send a cover letter and an up-to-date resume to cooljobs@transcold.com

We thank all applicants for their interest; however only those selected for interview will be contacted.

To learn more about us, visit www.transcold.com and facebook.com/TransCold Distribution
