



Operations Assistant

Location: Annacis Island Delta, BC

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.

We are seeking a full time Operations Assistant to join our Operations team. Reporting to the Director of Operations, this role will be responsible for the following:

Duties & Responsibilities

- Provides administrative support to the Operations and Sales Teams including data entry and the preparation of various reports including inbound and delivery load schedule and warehouse delivery recap
- Acts as a liaison between the Operations and other internal teams.
- Runs pick tickets from system to warehouse.
- Prints customer invoices, separated by route and placed in designated spots.
- Provides support to Route Sales Drivers.
- Books dock times for warehouse orders, complete paperwork for third party shipping.
- Assists the Fleet Manager in ensuring fleet insurance documents are current and maintains the master fleet file for Operations and Transportation.
- Coordinates and completes data entry for truck inventories.
- Performs other tasks within the scope of the role as assigned.

Skills and Experience Required

- Minimum 1-3 years relevant experience as Admin/Operations Assistant
- Intermediate to advanced Excel skills and proficiency with all Microsoft Office applications.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills
- Thorough and systematic approach to tasks
- Demonstrated aptitude for problem solving
- Demonstrated excellence in building relationships across various levels in the organization, previous experience in a cross-functional role preferred
- Results-orientated and able to work independently and as part of a team

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 an interview will be contacted.

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