

Human Resources Specialist

Location: Portland, OR

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Western Canada and the United States. Headquartered on Anancies Island, Delta, BC, we have 14 locations and 240+ employees. TransCold provides exclusive access to the most recognized and popular brands in the world with industry best product variety and customer service. We deliver to Major Grocery, Drug, Gas & Convenience, chain retailers, and independent retailers across Western North American markets through Direct to Store Delivery (DSD), and Warehouse Fulfillment, and provide services for mobile vendors, corporate events, and third-party logistics (3PL) customers.

We are seeking a full-time HR Specialist to join our Human Resources team supporting employees in California, Washington, and Oregon. Reporting to the Human Resources Manager, the appointee will be responsible for various office, operations, and sales roles and provide general HR support.

Required Skills & Qualifications

Recruitment

- Proactively partner with hiring leaders in fulfilling hiring requirements ensuring positions are filled in a timely manner including reviewing job descriptions and job postings for accuracy, posting job ads on various job boards and social media platforms, screening candidates and scheduling interviews.
- Reviews all job requisition for accuracy, completeness, and appropriate approvals.
- Builds a pool of qualified candidates for difficult to fill and frequently needed roles.
- Creates a visible presence on social media platforms for all current and future positions in recruitment.
- Networks and reaches out to passive candidates with skills and knowledge relevant for current and future hiring needs.
- Leverages appropriate recruitment channels including the use of leading job boards, universities, professional organizations, social media, and referrals to attract great talents to the company.
- Pre-screens and selects shortlist of candidates to present to hiring managers.
- Coordinates with team leaders regarding interview schedules and prepares the interview package.
- Ensures quality of hire is consistent with the requirements of the job, company philosophy, values, and culture.
- Conducts employment reference/background checks.
- Coordinates drug tests and ensures driver applicants meet DOT requirements.
- Prepares thank you notes to unsuccessful applicants.

HR Support

- Extends offers and creates offer letters.

- Onboards new hires including ensuring new hire documents are completed, processed, and saved in the employee file.
- Enters new hires and employee changes into Dayforce and ensures data integrity within the system and HR files.
- Completes employment verifications and unemployment claims.
- Works with the HR Manager to administer leaves of absences, ensuring written documentation and communication with employees. Tracks timeline and communicates with employee and manager.
- Provides group health benefits plan and 401K documentation to eligible employees and ensures timely enrollment of all eligible employees. Enters newly benefits eligible employees in both the payroll system and the carrier portal.
- Sends COBRA notifications to eligible employees.
- Creates and posts employee announcements including anniversaries, promotions, new hires, and other employee engagement information on Viiva Engage. Actively participates in the Social Committee.
- Conducts work safely and adheres to the company's health and safety policies and procedures.
- Provides excellent customer service to both internal and external customers in accordance with the company's Customer Service Guidelines.
- Performs other tasks within the scope of the role as assigned.

Compensation

From \$25.00

Required Skills & Qualifications

- 1-3 years' recruiting and sourcing experience ideally in the food/cold storage/distribution sectors
- Multi-state recruiting
- Familiarity with Dayforce HCM preferred
- Intermediate knowledge of Microsoft applications (Excel, Word, Outlook)
- Demonstrated track record in high volume recruitment
- Directly relevant experience in hiring warehouse personnel and commercial Drivers a plus
- A degree or diploma in Human Resources, Business administration or related field or a combination of education and experience
- Strong interviewing and screening skills
- Strong partnering and communication skills and demonstrated ability to work with all departments, customers, sales, customer service and leadership teams.
- Tech-savviness with recruitment tools of the trade
- As a member of the HR team must have a high degree of professionalism, confidentiality, and diplomacy.
- Strong communication and interpersonal skills
- Ability to focus on strict deadlines and competing priorities
- Thrives in a fast-paced environment. Willing to learn and be flexible

To be considered for the above opportunity, please send an up-to-date resume through indeed. Interviews taking place!!!

To learn more about us, visit www.transcold.com