



## Recruitment Specialist

Location: Delta, BC

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Western Canada and the United States. Headquartered on Annacis 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 have an immediate opening for a full time Recruitment Specialist to join our Human Resources team. The appointee will be responsible for full-cycle recruitment for various office, sales and operations roles.

### Key Duties & Responsibilities

- Builds a pool of qualified candidates to address regular and ad hoc manpower requests
- Works with team leaders to review recruitment requirements, preparation of job descriptions and job postings
- Prepares and posts job ads using various job boards and social media platforms
- 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 prepare 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
- Prepares the job offer and new hire documentation
- Handles new hire orientation/onboarding
- Prepares routine and ad hoc recruitment reports

### Key Qualifications & Requirements

- 3-5 years' recruiting and sourcing experience ideally in the food industry
- Demonstrated track record in high volume recruitment, US recruitment experience 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 skills and demonstrated ability to work with various departments throughout the recruitment and selection process

- 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 write effective job postings
- Thrives in a fast-paced environment

**Our Staff Enjoys the Following Benefits:**

- Competitive Wage
- Generous Health Benefits: Medical, Dental, and Vision coverage
- RRSP Matching Program
- Disability and Life Insurance
- Paid Time Off and Holidays
- Career Advancement Opportunities

**Interested?**

To be considered for the above opportunity, please send a cover letter and an up-to-date resume to [cooljobs@transcold.com](mailto:cooljobs@transcold.com)

To learn more about us, please visit us at [www.transcold.com](http://www.transcold.com)