



Marketing Assistant (Part-time)

Location: Nanaimo, 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 part time Marketing Assistant to join our Marketing team. This role will have tremendous opportunity to gain valuable experience in Marketing under the guidance of our Marketing & Communications Manager. The time commitment is 4 hours per day, Monday to Friday. The anticipated start date for this role is December 1, 2020.

Duties & Responsibilities

- Accurately maintain and monitor product and customer data in 2 online ordering systems (USA and Canada)
- Update customer product listings online and in order forms
- Update and publish weekly ad schedule to sales team
- Post company updates on TransCold's social media platforms
- Assist in preparation of reports and presentations
- Ensure adherence to company brand standards
- Assist the Marketing & Communications manager with various projects as necessary

Requirements & Qualifications

- Completion of high school or equivalent. Some University education would be an asset
- Very strong computer skills in full Microsoft Office365 suite, in particular Excel
- Ability to learn new software quickly (ex online platforms for online ordering system)
- Excellent accuracy and attention to detail
- Strong writing & communication skills with proofreading experience
- Strong work ethic and willing to go the extra mile
- Creative problem-solving skills
- Well-versed in the use of social media platforms
- Experience with Business-to-Business sales an asset (as opposed to B2C)
- Experience with e-commerce would be an asset

- Experience with Adobe software, WordPress, Constant Contact, or other common marketing platforms an asset

Our Staff Enjoys the Following Benefits:

- Competitive Wage
- Generous Health Benefits: Medical, Dental, and Vision coverage
- 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

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