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## Recruitment Coordinator

Location: Portland, OR (with Work from Home Option)

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 Recruitment Coordinator to join our Human Resources team. Reporting to the Human Resources Manager, the appointee will be responsible for full-cycle recruitment. This role is ideal for someone who is looking to build upon their HR Generalist or Recruitment Specialist/Coordinator experience in a multi-state company and thrives in high volume recruitment. Specific duties and responsibilities include:

### Required Skills & Qualifications

- Builds a pool of qualified candidates for difficult to fill and frequently needed roles.
- Creates a visible presence on online job boards and 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.
- 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 a shortlist of candidates to present to hiring managers.
- Coordinates with hiring managers 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 and coordinates drug test.
- Prepares routine and ad hoc recruitment reports as needed.

### Required Skills & Qualifications

- 1-3 years' recruiting and sourcing experience ideally in the food/cold storage/distribution sectors

- Multi-state recruiting experience
- 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 skills and demonstrated ability to work with various departments throughout the recruitment and selection process
- Tech-savviness with recruitment tools of the trade
- Strong communication and interpersonal skills
- Ability to write effective job postings

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

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