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## HR & Payroll Specialist

Location: Portland, OR, Poway, CA, Chino, CA, or Kent, WA

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 & Payroll Specialist to join our Human Resources team. Reporting to the Human Resources Manager and the Controller, the appointee will be responsible for ensuring timely and accurate processing of bi-weekly payroll and general HR duties as well as handling all aspects of recruitment. Specific duties and responsibilities include:

### Required Skills & Qualifications

- Works with Managers to ensure time entries and all other payroll input data are correct.
- Knowledge of WA, OR, CA payroll requirements and process final payments for terminating/departing employees per state requirements.
- Prepares payroll reports and ad-hoc reporting for review.
- Processes stop payments, off-cycle payroll runs and call backs on direct deposits as necessary.
- Review payroll transactions entered into the system including new hires, terminations, EE deductions and salary adjustments.
- Process garnishment checks from payroll.
- Maintains hard copies and file after each payroll run.
- Primary contact for employees and managers for any inquiries related to payroll.
- 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.
- 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 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.

### **Required Skills & Qualifications**

- 1-3 years' recruiting and sourcing experience ideally in the food/cold storage/distribution sectors
- 1-2 years of payroll experience
- Multi-state recruiting and payroll experience
- Familiarity with Ceridian 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/Payroll 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 soon!!!

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