



## Inventory Assistant

Location: Annacis Island, Delta

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.

With over 200 employees, TransCold is growing rapidly and looking for talents. We are seeking a full-time Inventory Assistant to join our team. Reporting to the Supply Chain Manager, the appointee is responsible for monitoring inventory movement and activities including the preparation of purchase orders, product transfers, logistics services transactions and vendor liaison.

### Key Duties & Responsibilities

- Monitors and improve inventory position by analyzing inventory statistics, transactions, and levels.
- Identifies root cause and resolve discrepancies in inventory and conduct reconciliation.
- Generate inventory reports that document inventory counts, discrepancies, shortages, FIFO, Fill Rate, and other statistical data.
- Reporting inventory statistics to management and suggesting improvements to inventory control.
- Coordinating with warehouse to resolve discrepancies in inventory.
- Generates Purchase Orders to replenish inventory, enter and update tracking information, monitor shipment status and receipts, schedule docking times (loading and unloading)
- Purchases and manages inventory on stocked items and includes 3PL customer.
- Responsible for transferring and monitoring items between multiple warehouse locations.

### Required Skills & Qualifications

- Post-secondary education with courses related to Supply Chain or equivalent training and experience. Enrolment in and working towards accreditation of SCMP by PMAC or equivalent is desirable
- 3-5 years' relevant experience in disciplines of Inventory, Warehousing, Logistics and Purchasing.
- Knowledge of Inventory management practices including proper forecasting, increasing turns, and slow-moving inventory
- Intermediate to advanced computer skills with experience in using automated inventory management and procurement systems
- Effective verbal and written communication skills
- Proficient in data mining and analytics
- Enjoy multi-tasking and in a fast-paced environment

- Strong analytical, time management, and problem-solving skills
- A high level of IT literacy specifically in Excel spreadsheets; proficiency with all Microsoft Office applications and ERPs/Warehouse Management systems

### Perks

- Extended Health
- Dental
- Vision
- RRSP matching program
- Career advancement opportunities

### To Apply

To be considered for the above opportunity, we invite you to send a cover letter and an up-to-date resume through Indeed.

We thank all candidates for applying but only those selected for interview will be contacted.  
To learn more about us, visit [www.transcold.com](http://www.transcold.com)