



## Operations Management Coordinator

Location: Portland, OR 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 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 are seeking for a full time, Asset Management Coordinator to join our team in Portland, OR or Kent, WA!**

### Duties and Responsibilities

- System update for Freezer Delivery, verification, and removals for contracts.
- Monitor and track information/contracts being entered in DSD Asset Management.
- New Freezer Placement Reports (for freezer placement payouts).
- Freezer Failure approvals.
- Assist Area Sales Managers with freezer information.
- Assist Route Sales Drivers with freezer and placement information.
- Work directly with suppliers to have damaged, older missing units, etc. removed from TCD books.
- Work directly with suppliers to have freezers decommissioned (via a charge) and/or returned to vendor.

### Monthly:

- Freezer billing consolidation – Tropicale/La Michoacana assets.
- Gather information and send Tropicale monthly unplaced asset list to Vendor.
- Run reports for unplaced warehouse scan audit, send results, question any missing asset scans, and research.

### Quarterly:

- Freezer billing consolidation - Unilever assets
- Verification of Unplaced Asset Audits - All freezers
- Sub Distributor freezer billing

### Semi-annually:

Responsible for ensuring the semi-annual scoop cabinet billings are carried out according to established procedures.

### As Needed:

- Order new equipment from supplier as needed.

- Create a demand letter for freezers missing or low sales accounts.
- Freezer Alignment reports making sure placement and customer information is correct.
- Work directly with suppliers to have rental charges removed from "Freezer Rental Bill" as needed.
- Sub Distributor freezer tracking.
- Sub Distributor freezer placement reports.
- Sub Distributor - Setting up new account information into DSD.
- Enter in DSD - "New/refurbished" freezers shipped to us via suppliers.
- Setting up "New Freezer Model descriptions" when acquiring a new supplier that is providing assets.
- Update freezer information in DSD - (Scan tags, TCD asset #'s, etc.).
- Asset Management Manual – development and upkeep (creating new procedures as necessary and making sure they are added to manual. Enforce and edit/update existing procedures).
- Field Audits for all routes (usually takes a month to complete each location).
- Field Scan Audit Reports.
- When assets are returned to suppliers deactivate them in DSD.

#### **Key Qualifications & Requirements**

- Minimum 3 years' relevant experience in administrative roles.
- A high level of IT literacy specifically in Excel spreadsheets; proficiency with all Microsoft Office applications.
- Strong organizational and time management skills.
- Thorough and systematic approach to tasks.
- Demonstrated aptitude for problem solving.
- Demonstrated excellence in building relationships across various levels in the organization. Previous experience in a cross-functional role preferred.
- Results-orientated and able to work independently and as part of a team.

#### **Our Staff Enjoys the Following Benefits**

- Competitive Wage
- Generous Health Benefits: Medical, Dental, and Vision coverage after 60 days of employment
- 401(k) Contribution – Employer Matching Program
- Disability and Life Insurance
- Paid Time Off and Holidays
- Career Advancement Opportunities
- Weekends Off

#### **Compensation**

- \$21.00/hr

#### **Interested?**

To be considered for the above opportunity, please send an up-to-date resume through Indeed.

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