



## **Purchasing & Inventory Coordinator**

Location: Calgary, AB

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Canada and Western United States. Since 2002, we have provided exclusive access to the most recognized ice cream brands in the world with industry best product variety and customer service.

TransCold delivers to Major Grocery, Drug, Gas & Convenience and Independent Retailers through Direct to Store Delivery (DSD) and Warehouse Fulfillment, and provides services for mobile vendors, corporate events, and third-party logistics (3PL) customers. With 14 locations and 240+ employees, TransCold has the logistical reach to supply all regions across Canada and Western USA with a customer first attitude.

With over 200 employees, TransCold is growing rapidly and looking for talents. We are currently looking for a Purchasing & Inventory Coordinator to be based out of our Calgary warehouse. This is a permanent full-time role, and the work schedule will be Monday to Friday from 6:00am to 2:30pm MST.

This is an intermediate level role and ideal for an experienced purchasing & inventory control professional who is looking to build upon their experience in a high-volume, fast-paced, and multi-provincial warehouse locations. This role reports to the Director of Supply Chain and will be responsible for the following:

### **Key duties and responsibilities include:**

- Maintenance and reporting of inventory distribution and reconciliation.
- Generating Purchase Orders to replenish inventory, enter and update tracking information, monitor shipment status and receipts, schedule docking times (loading and unloading).
- Transfer of inventory products between multiple warehouse locations.
- File maintenance, product SKU creation and other updates.
- Vendor liaison including SKU data, scheduling of deliveries, resolving order discrepancies, outstanding delivery of orders, shipping damages and claims.
- Generation of inventory reports that document inventory counts, discrepancies, shortages, FIFO, Fill Rate, and other statistical data.
- Inventory risk assessment and mitigation activities and updating internal systems accordingly.
- Non-Conformance Reporting.
- Cycle counting and year end inventory counting.

### **Job Requirements:**

- Post-secondary education with courses related to Purchasing 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, Purchasing, Logistics and Warehousing

- Knowledge of Inventory management practices including proper forecasting/trends, inventory turns, and assessment of slow-moving inventory scenarios
- Intermediate to advanced computer skills with experience in using automated inventory management and procurement systems
- Strong Excel and database management skills
- Effective verbal and written communication skills
- Ability to make sound purchasing decisions
- Enjoy multi-tasking and in a fast-paced environment
- Strong organizational and time management skills

### Compensation

\$50,000 -60,000 per year

### The Perks

- Comprehensive Extended Health Care Plan including dental, vision care benefits.
- AD&D, Long-term Disability, and life insurance
- RRSP matching contribution program
- Paid time off (birthday leave, vacation leave, sick leave, bereavement leave)
- A great group of team members to work with!
- A dynamic, fast-paced work environment and a company that truly cares about its employees.
- Opportunities for career development so you can grow with us.
- Monday to Friday work with weekends off

### To Apply

To be considered for the above opportunity, we invite you to send a cover letter and an up-to-date resume to [cooljobs@transcold.com](mailto:cooljobs@transcold.com). Interviews taking place very soon!

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