

## Part-time Office Administrator

Location: Kelowna, BC

# of vacancies:	1 part-time vacancy
Shift:	Day Shift, Monday-Friday
Start:	ASAP
Rate:	\$20.00 per hour
# of hours:	20 hours/ week

### About Us

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.

### The Role

The Office Administrator reports to the Senior Sales Manager and will provide administrative support to the Operations & Sales Teams in our newly opened depot in Kelowna, BC. This role is ideal for an intermediate Office Administrator who enjoys supporting a start-up operation, willing to wear many hats and thrives in a fast-paced environment. Specific duties and responsibilities include:

- Provide administrative support to the Operations and Sales Teams
- Preparation and posting of daily bank deposits.
- Print customer invoices, separated by route, and placed in designated spots.
- Record confirmation of deliveries and reconciling all invoices.
- Book dock times for warehouse orders, complete paperwork for third party shipping.
- Coordinate and completes data entry for truck inventories.
- Process credits and adjustment invoices as needed.
- Act as a liaison between the Kelowna team, head office and other depots.

### Benefits Offered

- Comprehensive Health Care Plan including extended health benefits, drug coverage, dental and vision care
- Life insurance, long-term disability, and accidental death & dismemberment insurance
- RRSP matching contribution program

- Paid time off benefits including- vacation, sick, birthday and citizenship leave
- Employee Assistance Program (EAP)
- Tuition Reimbursement
- Career Advancement Opportunities

### **Required Skills & Qualifications**

- A diploma or degree in Office Administration, Accounting, or equivalent experience
- 2-3 years' work experience in similar roles
- Intermediate Excel skills and proficiency with other Microsoft Office applications
- Ability to work independently and “can-do” attitude
- Strong organizational skills and able to handle a variety of complex tasks
- Strong communication skills and interpersonal skills

### **As a member of the TransCold team, you can expect**

- 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

### **To Apply**

To be considered for the above opportunity, we invite you to send an up-to-date resume via Indeed.

### **To learn more**

Visit our website at: [www.transcold.com](http://www.transcold.com)