



## Administrative Assistant

Location: 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, Administrative Assistant to join our team in Kent, WA!**

- Provides accurately and timely updates of operational and sales metrics and ensures documentation and communication of important information to the team.
- Effectively and professionally communicate with all levels of employees and cross-functional departments (i.e., Operations, Sales, Finance, and Inside Sales Team).
- Updates/maintains and creates company related reporting daily, monthly, quarterly, and annually, including: KPI reports, Volume Metrics and Supplier brand/SKU sales penetration.
- Maintains local operational documents, electronic files, and contacts.
- Assists the General Manager in ensuring that TCD policies and procedures are updated and communicated appropriately.
- Sales and supplier performance review reporting and presentation materials
- Champion/Chair Company Social Philanthropic committees and causes.
- Back-up for freezer assets.
- Back-up for local operations and sales support.

### **Key Qualifications & Requirements**

- Completion of secondary education at the minimum
- Minimum 3 years' relevant experience as Operations Coordinator/Office Administrator
- Strong with numbers and great attention to detail
- Efficient organization of work
- "Can-do" attitude and ability to rally the team to complete a task.
- Demonstrated ability to work independently under pressure, managing resources and several projects simultaneously with minimal supervision.
- High energy, results-oriented and focused on success.
- Polished and professional business approach
- Ability to exert sound judgement, discretion and preserve confidentiality.
- Composed demeanor in high pressure situations.

### **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 after 6 months of employment
- Disability and Life Insurance
- Paid Time Off and Holidays
- Career Advancement Opportunities
- Weekends Off

### **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)