



Human Resources Generalist

Location: Portland, OR

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Western Canada and the United States. Headquartered on Anancies 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 a full-time HR Generalist to join our Human Resources team. Reporting to the Human Resources Manager, the appointee will be responsible for actively partnering with departmental leaders in providing support in the following areas: performance management, compensation, compliance, recruitment, benefits, training, employee relations, and HR communications. Specific duties and responsibilities include:

Required Skills & Qualifications

- Provides consultation/coaching/training to leadership on recruitment, retention, performance, training, benefits, compensation, employee engagement, and employee relations.
- Works closely with leadership and employees to improve work relationships, build morale, and increase productivity and retention.
- Assists the HR Manager in providing policy interpretation and guidance.
- Champion/Chair Company Social Philanthropic committees and actively participate in the execution of company events and routine announcements.
- Responds to HR related inquires and appropriately escalate inquires to the HR Manager.
- Recruits for exempt level positions. Supports, fills, and provides full-cycle recruitment for all positions.
- Actively work with managers to ensure probationary reviews are completed and assists in the annual review process.
- Works with HR Manager to administer leaves of absences, ensuring written documentation and communication with employees.
- Assists with the administration of Worker's Compensation claims ensuring thorough documentation.
- Benefits administration to include new hire enrollment, COBRA management, 401K, and assists with open enrollment.
- Administers employment termination process including the completion of exit checklists, exit interviews, and post-termination HR checklists.
- Works with managers in preparing onboarding plans ensuring onboarding and training is completed.

- Works with leadership to ensure that workplace incidents/accidents are documented and reported in a timely manner.
- Promotes employee engagement.
- Completes and responds to requests for information including employment verifications and unemployment claims.
- Ensures data integrity within Dayforce, employee, and HR files. Maintains DOT files.
- Performs other tasks within the scope of the role.

Required Skills & Qualifications

- 3-5 years' recruiting and HR Generalist experience. Food distribution/logistics sector experience an asset.
- A degree or diploma in Human Resources, Business administration, related field, or equivalent work experience.
- Proficiency with employment legal requirements in CA, WA & OR including but not limited to EEO, FMLA, FLSA, HIPPA, Workers Compensation.
- Strong leadership and hands-on capabilities in recruitment and performance management.
- Intermediate knowledge of Microsoft applications (Excel, Word, Outlook)
- Strong written, verbal, and interpersonal skills
- Strong partnering and communication skills and demonstrated ability to work with all departments, customers, sales, customer service and leadership teams.
- Tech-savviness with HR tools of the trade. Familiarity with Dayforce HCM preferred.
- As a member of the HR team, must have a high degree of professionalism, confidentiality, and diplomacy.
- Must be detail-oriented, organized and be excellent at follow-through.
- Thrives in a fast-paced environment. Willing to learn and be flexible.

To be considered for the above opportunity, please send an up-to-date resume through indeed. Interviews taking place!!!

To learn more about us, visit www.transcold.com