



Administrative Assistant

Location: Chino, CA

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 a full time Operations Administrative Assistant to join our team in Chino, CA!

Key Duties & Responsibilities

- Runs system pick tickets for the warehouse
- Assists vendors arriving at the warehouse and notifies the Operations Leads
- Prints out weekly route listing
- Performs customer service with cash and carry customers including preparing pick tickets and invoices
- Prints up month freezer and truck inventories
- Prints customer invoices and truck replenishment orders, separates by route and places in appropriate designated slots
- Communicates out of stocks and ETA's of stock returning to inventory
- Coordinates and completes data entry for truck inventories
- Completes Daily Activity Reports (DARS). This includes:
 - *Bank deposits on site
 - *Reconciliation of monies received (money orders, check, and On Account)
 - *Reconciling sales/invoices to bank deposits
- Reception duties including answering and transferring incoming calls and greeting and assisting all visitors at Front Desk
- Responsible for bank runs - cash and checks deposit
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers
- Ensures company-wide announcements are posted on site
- Schedule delivery and pick-up of Freezer Assets
- Performs other tasks within the scope of the role as assigned

Key Qualifications & Requirements

- Post-secondary education or equivalent
- Strong organizational and time management skills
- Thorough and systematic approach to tasks
- Demonstrated aptitude for problem solving results-orientated and able to work independently and as part of a team
- Knowledge of general business processes and administration functions (e.g. formats for business letters, correspondence, reports, and presentations)
- Intermediate knowledge and skills with MS office applications
- Excellent project management and coordination skills
- Effective verbal and written communication skills
- Ability to prioritize and organize effectively to meet deadlines
- Ability to respond effectively to changing priorities, tasks, and requirements
- Demonstrated ability to utilize tact, diplomacy, and discretion

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

Compensation

- \$21.00 / hour

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