

Warehouse Inventory Administrator (Seasonal)

Location: Calgary, AB

We have an immediate opening for a Seasonal Warehouse Inventory Administrator at our Calgary location.

No. of Vacancies:	1
Hourly rate	\$19.00 per hour
Employment Type:	Seasonal/Fixed term contract from May 11 to August 28, 2026
Available Shifts:	Day Shift- Monday – Friday 8:00 am – 4:30 pm
Start:	ASAP

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.

Reporting to the Operations Manager, the appointee will be responsible for the following:

Duties & Responsibilities

- Perform daily cycle counts and inventory audits within the warehouse
- Investigate and reconcile inventory discrepancies between WMS and physical inventory
- Maintain accurate inventory records in WMS and SAP systems
- Track and monitor shorts, damages, returns, and product holds
- Assist with inventory adjustments and variance reporting
- Support year-end and month-end inventory counts
- Ensure products are properly slotted and stored in correct warehouse locations
- Verify inbound receipts and outbound shipments for inventory accuracy
- Assist with monitoring suspended/held inventory and investigating issues
- Work closely with warehouse operations and supply chain teams to resolve inventory concerns
- Generate and maintain inventory reports as required
- Help improve inventory accuracy processes and warehouse organization

- Operate warehouse equipment and handheld scanners as required

Required Skills & Experience

- At least one year of relevant experience as Inventory Clerk/Administrator. Experience working in frozen warehouses a plus.
- Experience with Warehouse Management Systems
- Experience with handheld scanners
- Ability to operate a forklift
- Intermediate to advanced Excel skills
- Strong problem-solving skills to resolve inventory discrepancies
- Detail oriented and ability to multi-task in a fast-paced environment

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 to cooljobs@transcold.com. Interviews are taking place soon!!! To learn more about us, visit www.transcold.com
