



## Human Resources Manager

Location: Kent, WA

### About Us

TransCold Distribution is the premier wholesale supplier and distributor of ice cream and frozen goods throughout Canada and the Pacific Northwest of the United States. Since 2002, we have provided exclusive access to the most recognized ice cream and frozen food brands in the world with industry best product portfolio 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 12 locations and 200+ employees, TransCold has the logistical reach to supply all regions across Canada and the PNW with a customer-first attitude.

We are looking for an experienced Human Resources Manager to join our team. We need more than a process-driven HR professional- we need someone who wants to shape the culture, influence change, and isn't afraid to roll up their sleeves. You'll be the approachable, trusted voice for our people and the confident subject matter expert for all HR related matters.

Reporting to and partnering with the General Manager, you will own the entire HR function for our US operations and provide HR support that is aligned with the company's vision, mission and business objectives. You will work alongside our senior leadership, front-line teams, and HR Generalist reporting to you. You will help us grow in the right way, compliant, smart, and human. This is a permanent full-time role and is 100% on-site with occasional travels to our depots in the Pacific Northwest.

### Key Responsibilities

- **Recruitment and talent acquisition** - Manage full-cycle recruitment for warehouse associates, CDL drivers, area sales managers and various office roles. Partner with operations leaders to forecast seasonal and peak-demand staffing needs. Move fast when we need to but always find the right fit.
- **Employee relations and conflict resolution** - Serve as primary point of contact for employee concerns, conflict resolution, and investigations. Promote positive employee relations.
- **Performance management** - Train team leads on progressive discipline, documentation, and goal setting. Coordinate 90-day and annual reviews; track performance improvement plans (PIPs).
- **Compensation and benefits administration**
- **Training and development** - Facilitate new hire orientation and support cross-training initiatives. Deliver manager training on WA/OR leave administration, accommodation (PFML, reasonable accommodation), anti-harassment and the like.
- **Employment Compliance (WA & OR)** - Serve as subject matter expert on state-specific employment laws and compliance requirements.

- **HR policy development and implementation-** Help develop HR policies and procedures that are relevant and are effectively supporting our business goals.
- **Payroll & HRIS-** Help oversee bi-weekly multi-state payroll (WA & OR) ensuring accuracy and compliance with state and federal guidelines and maintain HRIS and payroll data integrity.

### Education and Experience Requirements

- Bachelor's degree in Human Resources, Business Administration or related fields or equivalent combination of education and experience
- 7-10 years of progressive HR experience, with at least 5 years as a generalist or manager.
- Demonstrated experience managing across all HR disciplines, with strong knowledge of WA & OR employment laws and compliance requirements
- Working knowledge of HRIS/payroll systems – experience with Ceridian Dayforce preferred
- Ability to travel as needed to WA/OR depots.
- HR certification (SHRM-CP/SCP or PHR/SPHR) a plus.
- Experience in advising senior leadership and supporting organizational change and transformation.

### Benefits Offered

- Comprehensive health, dental, and vision coverage
- Disability and Life Insurance
- 401k matching program
- Generous Paid Time Off and Holidays
- Career Growth Opportunities

### How to Apply

Interested in exploring further? Please send an up-to-date resume to [cooljobs@transcold.com](mailto:cooljobs@transcold.com). Interviews are starting soon! To learn more about us, visit [www.transcold.com](http://www.transcold.com).

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