



## Office Administrator

Location: Calgary, AB

### 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 an 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.

TransCold is seeking a detail-oriented and organized Office Administrator to join our Calgary location. Reporting to the Operations Manager, this role provides essential administrative support to our Operations and Sales Teams, ensuring accurate data management, timely reporting, and smooth coordination between internal departments and our customers. If you thrive in a fast-paced environment and take pride in accuracy and efficiency, we want to hear from you.

### What You'll Do:

- Provide administrative support to the Operations and Sales Teams, including data entry, preparation of various reports, and filing.
- Act as a liaison between Operations and other internal teams, as well as customers.
- Assist the Operations Manager in ensuring all documentation is submitted on time.
- Coordinate and complete data entry for truck inventories.
- Record Calgary pallet movements.
- Sort customer invoices, separated by route, and place in designated spots.
- Prepare and post daily bank deposits.
- Responsible for POD confirmation and credits/adjustments for Calgary, Edmonton & Kelowna.

### What You'll Bring:

- Diploma or degree in Business Administration, Accounting, or Finance an asset
- 2–3 years' work experience in similar administrative roles.
- Intermediate Excel skills and proficiency with other Microsoft Office applications.
- High level of accuracy and attention to detail.

- Proficiency with ERPs, knowledge of SAP Business One an asset
- Strong organizational skills with the ability to handle a variety of complex tasks.
- Strong communication skills, capable of communicating effectively with all departments, customers, sales team, customer service team, and the management team.
- Team player able to initiate corrective action in a positive manner.
- Ability to focus on strict deadlines and competing priorities.

### What's in it for You?

We believe in rewarding hard work and creating a workplace where people love to come to work. Here's what we offer:

- Competitive Compensation: \$45,000 base salary per year (with opportunities for growth).
- Health & Wellness: Extended Health Care (Dental, Vision, Prescriptions), AD&D, Long-term Disability, and Life Insurance.
- Financial Security: RRSP matching contribution program.
- Work-Life Balance: Paid time off including Vacation, Sick Leave, Bereavement Leave, Citizenship Leave and even a day off for your Birthday!
- Schedule: Monday to Friday—weekends off so you can recharge.
- Great Culture: Join a dynamic, fast-paced environment alongside a fantastic group of team members who support each other.

### How to Apply

Interested? We want to hear from you! Please send your cover letter and an up-to-date resume to [cooljobs@transcold.com](mailto:cooljobs@transcold.com) . Interviews are taking place immediately—don't wait to apply!

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