



Trade Deduction Analyst

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Job Type:</u>	Full Time Employee
<u>Experience:</u>	2-3 years
<u>Education:</u>	University Degree or College Diploma

General Job Description

Thomas, Large & Singer Inc. (TLS) is currently seeking an energetic **Trade Deduction Analyst** to join our growing team. Reporting directly to the Credit Manager, the Trade Deduction Analyst is responsible for delivering quality customer service to the TLS customer base by analyzing and processing customer deductions and managing communications regarding all trade deductions for their client to the appropriate broker, client and customers. This position will be based out of our head office in Markham, Ontario.

Summary of Duties and Responsibilities:

- Analyze and process customer deductions, including post audits, for tier one accounts. This includes validation with complete documentation by using Excel and trade management software to substantiate findings.
- Manage outstanding open deductions to ensure deductions are cleared with cash flow in consideration and within company's objective.
- Engage customers, brokers and supervisor as required to resolve complex issues.
- Communicate with brokers, clients, and customers on outstanding unauthorized deductions. This includes understanding the process for requesting and collecting repayment of invalid deductions, identifying trends, and resolving issues that cause invalid deductions.
- Identify and drive process improvement for reducing administrative costs by streamlining processes and reducing deduction volume.

Key Qualifications:

- Excellent communication skills, both written and verbal in English, with the ability to convey information in understandable terms at all levels of the organization.
- Strong interpersonal skills as candidate is required to deal with people both individually and in groups to resolve conflicts.
- Strong knowledge of Microsoft Excel (including vlookup and pivot table)
- Ability to work in a multi-task environment with multiple, and sometimes conflicting priorities and specific time constraints.
- Ability to adapt to the business' changing needs.
- Strong organization skills.



- Be proactive and have a positive attitude.

Beneficial Skillset

- Previous CPG or food industry experience with major retailers
- Previous Credit/Trade deduction experience
- Knowledge of Trade Promotion Management systems (knowledge of MEI/AFS TPM software)
- Ability to create macros and queries

What's In It For You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with and our people are AWESOME!
- **Flexible work environment.** Ability to work from home 1-2 days per week.
- **Competitive compensation package** (salary & bonus). We get it – money isn't everything, but it's still a very important factor.
- **Benefits** – Health & Dental, Life Insurance, Disability Insurance, Parameds – Massage!
- **Pension Matching** (after 1 year – employees put in 5% and TLS matches with 5%)
- **Tuition and professional fees** reimbursement
- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining

Interested candidates may apply by email to Human Resources, HR@tlscanada.com with your resume and salary expectations.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About Thomas, Large & Singer Inc.

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing, to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

To find out more, please go to our website www.tlscanada.com