



Junior Supply Chain Specialist

Company: Thomas, Large & Singer Inc.

Location: Markham, Ontario

Job Type: Full Time Employee

Experience: 1-2 years

Education: College or University

General Job Description

Thomas, Large & Singer Inc. (TLS) is seeking a **Junior Supply Chain Specialist** to join our growing team! Reporting to the Director, Client Services, this position is responsible for delivering quality customer service to clients (principals) and customers, and ensuring that contractual inventory levels and fill rates are maintained for assigned principals. The ideal candidate has previous replenishment/supply chain experience in a manufacturing or distribution environment and thrives on working in a fast paced environment. This may also include working in progressive roles through Customer Service/Logistics positions. This is a challenging front line position best suited for individuals focused on a career in Supply Chain. This position will be based out of our head office in Markham, Ontario.

Summary of Duties and Responsibilities:

- Complete 3PL inventory receivings and inventory adjustments
- Complete monthly 3PL inventory reconciliations
- Coding and approval of 3PL payable invoices
- Manage inventories by responding to demand for clients
- Co- ordinate with customer care and warehouse on customer orders, outbound shipments.
- Investigate/resolve inventory control discrepancies
- Assist with PO Data Entry
- Manage direct shipment receivings and billings
- Co-ordinate with co-packing and packaging suppliers for principals where required
- Liaise with Finance team members to communicate status of the business.
- All other logistics functions as required

Qualifications

- Experience in logistics/replenishment, demand planning experience in supply chain environment preferred
- Working towards a P-Log Designation or APICS certification such as CSCP or CLTD will be an asset.
- Post Secondary Education diploma or certificate(University/College) an asset
- Microsoft Excel skills – Intermediate to Expert level required
- Knowledge of ERP systems
- Strong customer focus- Internal as well as external

- Excellent oral and written communication skills
- Demonstrated ability to trouble shoot and problem solve
- Strong organization skills
- Demonstrated ability to prioritize multiple tasks
- Ability to work well as part of a team
- Demonstrated ability to think outside the box and challenge the status quo

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 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 with their resume and salary expectations to HR@tlscanada.com

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