



## EDI Coordinator

**Company:** Thomas, Large & Singer Inc.

**Location:** Markham, Ontario

**Job Type:** Full Time Employee

**Experience:** 1-2 years

**Education:** College or University

### Position Overview

We are currently seeking an **EDI Coordinator** to join our team in a full-time position. This position requires someone who is passionate about their work, able to multi-task and is a self-starter. The hours for this role are 9 am to 5 pm and will be located in our head office in Markham.

### Responsibilities include:

- Execution of EDI Pulls and review logs for errors
- Ensures, coordinates and manages the successful flow of EDI transactions
- Monitors EDI transactions through the FTP, VAN and AS2 connections to ensure all transmissions are complete and valid
- First point of contact for inquiries regarding EDI issues
- Handle all daily EDI Functions as delegated
- Provide technical support/guidance for day-to-day EDI operation
- Create and maintain company databases with the utmost integrity and accuracy
- Customer and third party Portals: Send and receive EDI documents from manual entry
- Cross Training in all aspects of the Database team
- Includes numerous administrative and clerical duties
- Obtains, reviews and exchanges EDI implementation guides with trading partners.

### Requirements include:

- College diploma or degree in related field
- **Must have 1-2 years EDI experience**
- Working knowledge of X12 EDI standards
- VAN, FTP, AS2
- Microsoft Office applications
- Ability to apply technical knowledge to solve and suggest business solutions
- Good communication and interpersonal skills to effectively communicate both verbally and written with all levels of staff, customers and clients
- Ability to cooperate and collaborate within a team to achieve desired results
- Be a quick thinker and have the ability to multitask in a fast-paced environment to meet time-sensitive deadlines



- Must be detailed orientated while focusing and completing repetitive tasks error free
- Good organizational, planning, and time management skills to ensure that work/projects are completed accurately and on time
- At times, be able to work under pressure and be able to work with minimal direction and supervision

#### 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

To apply for this position please send your resume to our HR team at [HR@tlscanada.com](mailto: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.*

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#### **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](http://www.tlscanada.com)