



Stewardship & GS1 Coordinator

<u>Company:</u>	Thomas, Large & Singer Inc.
<u>Location:</u>	Markham, Ontario
<u>Industries:</u>	Consumer Packaged Goods, Logistics, Distribution, Retail
<u>Job Type:</u>	Full Time
<u>Years of Experience:</u>	1-2 Years
<u>Education Level:</u>	University or College

Job description:

Thomas, Large & Singer Inc. (TLS) is currently seeking an energetic individual in the role of **Stewardship & GS1 Coordinator** to assist our Database Department.

As part of our client services TLS files to all provincial Stewardship programs on our client's behalf, currently the provinces involved in reporting are Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and New Brunswick.

Stewardship reporting is completed on an annual basis. Stewards (TLS Clients) report the amount of the designated Blue Box materials per province in each residential market. TLS reports to all participating provinces on behalf of clients generating over 100 final reports.

TLS also provides GS1 services to our clients.

GS1 catalogues are maintained for our clients to keep the industry up to date on all GTINs on the market. TLS currently maintains almost 30 catalogues.

Key Responsibilities:

Stewardship

- Create and run reports in our ERP system for all TLS clients and their annual sales. Export and format into Excel.
- Work with data by creating and apply formulas/calculations and analyzing results.
- Gather and collect item packaging information on behalf of our clients.
- Analyze the reports and apply customer trends. Compare trends across years and make recommendations.
- Apply the packaging data to the sales data to determine the approximate charge to the clients for stewardship.
- Prepare reporting documents for clients comparing forecasted estimated stewardship charges and allow clients to budget for the following year.
- Participate in training and present to department changes in the programs.
- Data entry and validation for set up in the ERP system and online portals.

- Review stewardship manuals and programs and make recommendations on process improvement.
- Attend all Stewardship and Circular material webinars and created a detailed report on topics discussed and deadlines to be presented to management.
- Handle administrative tasks as required.
- Participate in special projects as requested.

GS1

- Data entry and validation of GTINs for set up on GS1 and 1World Sync online platforms as provided.
- Publish new GTINs to clients trading partners.
- Create content captures and shipping manifests on GS1 platform and send out samples of product to GS1 for imaging.
- Certify and document Nutritional and eCommerce images in GS1.
- Document Marketing and Planogram images as they are uploaded to GS1.
- Discontinue GTINs as required after thorough investigation.
- Archive images for discontinued items.
- Investigate missing images as requested by GS1/trading partners.
- Set up new GS1 catalogues.
- Update GTINs as required.
- Create GTIN listing forms for trading partners.
- Create mock recalls to keep licenses up to date.
- Add users to the GS1 and 1World Sync platforms.
- Download monthly GS1 invoices and send to appropriate TLS team.
- Download images and certificates as requested.
- Participate in training and present to department changes. Make recommendations on process improvements.
- Answer all questions regarding GTINs and images as required.
- Handle administrative tasks as required.
- Participate in special projects as requested.

Required Skills:

- Strong written and verbal communication skills, with the ability to convey information in understandable terms at all levels of the organization.
- Strong interpersonal skills as candidate will be interacting with team members both individually and in groups.
- Ability to own the stewardship and GS1 programs for TLS and our clients and coordinate all aspects and deadlines accordingly.
- High proficiency in Microsoft Office applications especially Microsoft Excel (including vlookup and pivot table)
- Ability to work in a fast-paced environment, which will require multi-tasking and prioritizing responsibilities.
- Must be able to collect and analyze information to formulate solutions.
- Ability to adapt to the business' changing needs.
- Strong problem solving and analytical skills.
- Be proactive and have a positive attitude.
- Ability to cooperate and collaborate within a team to achieve desired results.
- Must be quick thinking and can multitask in a fast-paced environment to meet time-sensitive deadlines.
- Must be detailed orientated and can focus and complete repetitive tasks error free.
- Good organizational & time management skills to plan and coordinate each day's activities and ensure that work/projects are completed accurately and on time.
- Must be able to work under pressure and be able to work with minimal direction and supervision.

What Is 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 2-3 days per week.
- **Competitive compensation package** We get it – money isn't everything, but it's still a very important factor.
- **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: 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 Us:

Thomas, Large and Singer Inc. provides Canada wide consolidated distribution services to many leading brands. Combined logistics allows these brands to take advantage of TLS' warehousing and freight synergies while the brand owner maintains control of their pricing, sales and trade marketing plans. TLS' proprietary IT systems allow each brand owner real time control of their strategies in the Canadian market. TLS also provides sales brokerage services to companies wishing to supply private label products to Canada's retail grocery chains as well as industrial ingredient sales to relevant industrial manufacturers. TLS has been servicing the needs of the Canadian consumer for over 100 years. TLS currently provides services to several CPG manufacturers including Post Foods, Tetley, Tim Horton's, Perfetti Van Melle and many others. TLS also operates a public warehouse to support the distribution of our products.

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