



## E-Commerce Coordinator

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

**Location:** Markham, Ontario

**Industries:** Consumer Packaged Goods, Logistics, Distribution, Retail

**Job Type:** Full Time Employee

**Years of Experience:** 2-3 years in Ecommerce

**Education Level:** University

---

### Job description:

TL&S is seeking to hire an ***E-Commerce Coordinator*** for a full-time role reporting to the Director of Ecommerce. The selected candidate will be working closely with the Ecommerce team to enhance and optimize existing assortment on various marketplaces, including but not limited to Amazon and Walmart. Within this role, the candidate will utilize merchandising programs such as Helium 10 and Jungle Scout to manage and merchandise products on various e-commerce platforms, with great attention to detail to enhance and optimize product listings, pricing, and promotions while maximizing sales and customer satisfaction. This individual will also be responsible for aiding with TLS Amazon client onboarding, reporting and day-to-day activities on the TLS Amazon Vendor account. This position has the potential to expand significantly as the Sales Management and E-Commerce Divisions have been identified as a strategic growth opportunity for the Company. The role will be based out of our Markham head office.

### Responsibilities include:

- Assist with merchandising execution by writing titles, bullet points and descriptions to improve detail pages
- Improve product detail pages and maintain clients' catalogues via Amazon Vendor Central and Amazon Advertising platform
- Strategize, manage, and optimize advertising campaigns on all marketplace platforms to maximize product sales growth
- Conduct product SKU analysis to identify areas of improvement on marketplace seller metrics (Buy Box, ACOS, ROAS, etc.)
- Work with the merchandising team to identify opportunities on product content enhancement (A+ Content, Infographics, etc)
- Perform product and keyword research to understand market landscape
- Perform product and keyword research to understand market landscape

- Work collaboratively with the sales and e-Commerce team to meet any customer requests/sales administration duties including but not limited to customer account setup, providing order status updates, ongoing sales reporting or completing documents
- Assist with generating sales through SEO content creation and organic search improvement
- Prepare, analyze and develop metrics/scorecards to communicate results of sales initiatives
- Prepare regular business review presentations which includes running a variety of reports for completion or as requested, including Category Ranking, POS sales, and comparative sales reports
- Assist with Customer/ TLS portal management, including pulling reports, and list new items
- Deduction management and follow-up with brokers & retailers

### Required Skills:

- College or University degree in Business program
- 2-3 years of related experience
- CPG experience preferred but not required
- Proficiency in MS Office including Excel, PowerPoint, Word and Outlook
- Experience in working with Amazon vendor and/or Seller central
- Experience in working with Walmart E-comm Content Center
- Strong oral, and written communication skills with the ability to develop interpersonal relationship internally and externally as needed
- Strong project management and multi-tasking skill set
- Good organizational and time management skills
- Strong business acumen with excellent financial, analytical, logical & quantitative skills
- Must be proactive and performance driven, be able to work under pressure in a fast paced environment
- Ability to work well with teams as well as independently

### 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 2-3 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: [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.*

---

### **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. Complementing our value chain services are TLS' branded broker management services that act as a manufacturer's National sales leader in Canada, supporting the manufacturers stated in-market goals and objectives through the support of a branded sales broker. 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.

To find out more, please go to our website [www.tlscanada.com](http://www.tlscanada.com)